

GLOSSARY

Writing a Resume

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Use these terms and definitions below to understand concepts taught in the course.

Transcript Search: note that you can search for terms directly within the course. To search video text, switch to the *Transcripts* tab, then press Cmd/Ctrl + F on your keyboard to run a search within the active transcript.

Term	Definition
chronological resume	Resume where your professional experience is placed in the order that it happened
CV	Curriculum vitae, document that extends far beyond a resume. Used primarily for academic, scientific, technical and medical related fields
functional resume	Resume that is organized to highlight your suitability for the job. Great tool for you to use if you're changing careers and want to showcase experience you have that isn't immediately apparent from your job titles
informational interview	A way to obtain information about an industry, the corporate culture of a particular company, or general career knowledge that a person in a particular company is well-positioned to know
keywords	Words and phrases that employers and recruiters are looking for based on the job listing