



Says

What have we heard them say?
What can we imagine them saying?



Thinks

What are their wants, needs, hopes, and dreams?
What other thoughts might influence their behavior?

Personal Information
Name Current and Permanent address (may be omitted from a resume posted on the web) Telephone number E-mail address

Education
High school name City and State Date of graduation Course Highlights (courses directly related to the job or your career field and special abilities) Certificates

Work and Related Experience.
...

The goal statement should be related to the specific position for which you are applying. It is also effective to highlight your skills in the goal statement.

Work and Related Experience
Summer jobs, Internships, Volunteer work

Awards and Honors
Academic, musical, athletic and or other recognition. (Include name of the award/honor, who awarded it, and when it was awarded.)



Resume Desining
Team Members
N. Nallammal
S. Muneeswari
A. Megasri
D. Kanya

Be honest but avoid writing anything negative in your resume.

Do not include birth date, health status or social security number.

Limit your resume to one or two pages.

Use a simple, easy to read font style, 10-14 point.

Use high quality paper.

Make your resume error free. Have someone proof read it for me.



Does

What behavior have we observed?
What can we imagine them doing?



Feels

What are their fears, frustrations, and anxieties?
What other feelings might influence their behavior?