



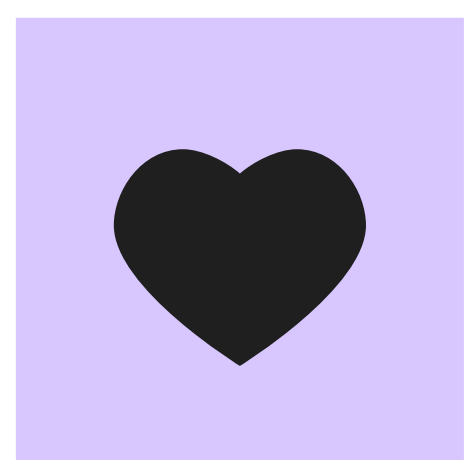
Says

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?



Feel

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



Does

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

Must include name and contact details.

CV Profile - Must have an introductory paragraph.

Work Experience - Reverse your previous roles must be in Chronological order.

Must have education and qualification.

Hobbies and interests - your choice.

There are 3 common resume formates.

The reverse-chronological formate is the most popular one in 2023.

we always recommend you go with that one.

Reverse-chronological,functional and combination.

DESIGNING RESUME / CV

A resume, also knowns as a CV is a formal document presenting your professional qualifications to secure a job.

A resume is a document that provides a summary of a person's work experience, skills, educations and accomplishments.

A temepplate can be used to create a resume.

Go to file> New

A cover letter is brief while a CV isquite detailed and long.

If you're applying for a job in a more traditional industry, avoid using bright colors on your resume.

In the search box, type Resume or Cover Lettere.

Double-click the template you want to use.

Replace the placeholder text with your own information.