

Says

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

When writing your resume, you may wonder whether you should use past or present tense. The resume tense you use depends on the type of resume you are writing and the accomplishments or



responsibilities you are

including in the document.

Cv is used to describe all job application documents, including a resume.

Here's how to format each entry in your "Education" section: Include the full name of the school you attended. You may put the year you graduated in parentheses next to the name of the school. Show the city and state where the school was located underneath the name of the school. List the type of diploma you earned from the school.

Include the GPA underneath the

diploma you earned (optional).



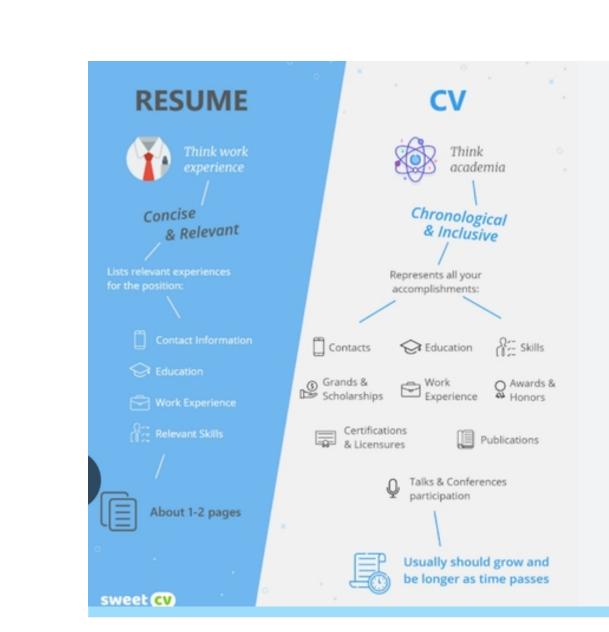
Thinks

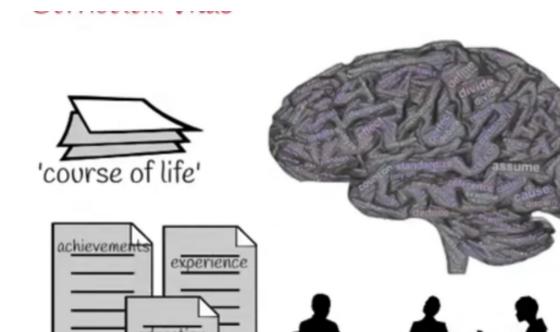
What are their wants, needs, hopes, and dreams? What other thoughts might influence their behavior?

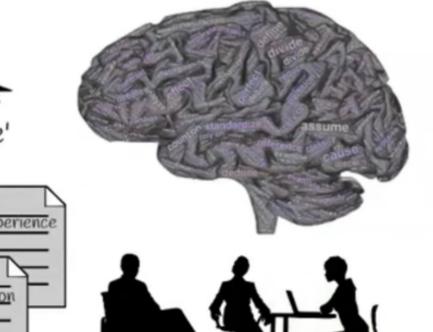


Use keywords. When searching for jobs, be sure to include keywords like "critical thinking" or "problem solving." ... Highlight examples. ... Describe your process. ... Use action words. ... Focus on transferability. ... Use numbers and data.

Thinking Skills are cognitive processes that we use to solve problems, make different decisions, asking questions, making plans, organising and creating information.

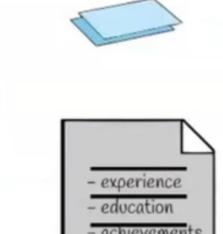


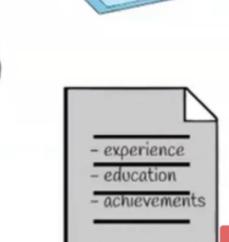




The main goal

to keep in mind





A resume is a one- to two-page document presenting key facts about your professional experience, educational background, and skills.

resume is kept short and brief (usually 1 page), whereas the CV is more comprehensive (it can go up to 2-3 pages depending on your experience).

1. Full name 2. Contact information 3. Professional title, resume summary, or resume objective 4. Research interests 5. Education 6. Publications (both academic papers and books) 7. Teaching or lecturing experience 8. Work experience 9. Conferences and courses 10. Skills 11. Certificates 12. Languages 13. Grants of fellowships 14. References

Employers and hiring managers typically read your resume before your cover letter

is to make your resume relevant and readable.

Alright, let's dive right in! 1. Choose the Right Resume Format.... 2. Add Your Contact Information and Personal Details. ...

3. Start With a Heading Statement (Resume Summary or Resume Objective) ... 4. List Your Relevant Work Experience & Key Achievements....

5. Reference Your Education Correctly. ... 6. Put Relevant Skills That Fit the Job Ad.

1. Organise your workspace and workload. With competing deadlines and fast-changing priorities, it's critical to define what's truly important and why. ...

7 tips to feel better at work

2. Say 'no' when you have to. ... 3. Clarify your job description. ... 4. Turn to your co-workers. ... 5. Take a break. ... 6. Exercise before or after work....

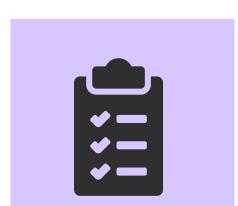
The goal is to 7. Socialise.... 8. More info. quickly communicate

why you are uniquely qualified for the position based on your skills and experiences.

Feels

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?

See an example