In a paragraph explain why a resume is needed and list the parts of a resume. (5 points)

Including the most important parts of a resume is crucial to providing potential employers with an in-depth outline of your qualifications, experience and education. Commonly suggested parts are your contact information, resume profile or summary, experience, education and skills.

Visit indeed.com , Locate 3 jobs you would like to have, and answer the following questions (15 points)

1. Name of job and where located?

Networker engineer

Cyber security

Cyber defender

1. Job Description?

Networker engineer Configuring and maintaining firewalls, VPNs, LANs, email and web protocols.

Cyber security the practice of protecting systems, networks, and programs from digital attacks

General manager **Overseeing daily operations**. General managers monitor employees and **daily operations** in a company to meet the strategic goal set for a particular department ...

3. What certifications or skills do you need for this job?

Networker engineer needs computer certifications

Cyber security needs security certifications

General managers needs a work certifications