



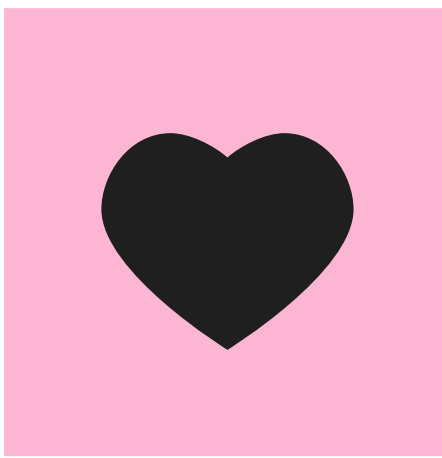
Says

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?



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?



Resumes tell the employer about your experiences, skills and work history.

Your resume should reflect the set of skills/ experiences that qualify you for a specific position.

A resume is a formal document presenting your career background and skills.

This allows them to move forward with the best candidate.

It should include an example of a professional accomplishment that highlights those strengths.

A well- structured resume clearly highlights your most attractive skills & experience to potential employers.

Choose the right formatting & use a simple and readable design.

Many people feel like their resume is a career mirror.

Focus on your achievements & use key words.

It is also effective to highlight your skills in the goal statement.

A reflection of who they are professionally and what they've accomplished at work.

A stepping stone to an interview.