**Міністерство освіти і науки України**

**Національний університет «Запорізька Політехніка»**

Кафедра програмних засобів

**ЗВІТ**

з лабораторної роботи

з дисципліни «Іноземна мова»

Варіант №20

**Виконав:**

Студент групи КНТ-122 О. А. Онищенко

**Прийняли:**

Доцент Н. М. Жукова

2023

[Video Notes 3](#_Toc134516999)

Video Notes

- writing a professional resume

- three steps

- format and layour

- existing formats

- chronological format

- go with this one

- skill based or functional

- combined

- header

- must have info

- name

- phone

- email

- location

- job title

- optional info

- linkedin url

- social media

- website / blog / portfolio

- do not include

- birth date

- non professional email address

- photos - not in US, UK, Ireland

- include a brief resume summary

- sometimes resume objective is better

- resume sections

- most important part

- structure

- job title

- company name

- dates emploed

- achievements and responsibilities

- company description (optional)

- use percentages and numbers as much as possible

- listing education

- program name

- university name

- years attended

- optional

- courses

- awards

- GPA

- academic achievements

- listing top skills

- hard skills

- examples

- google analytics

- adobe photoshop

- french cuisine

- engineering

- soft skills

- examples

- leadership

- critical thinking

- empathy

- adaptability

- other sections

- languages

- volunteering experience

- certificates

- awards or achievements

- relevant projects

- hobbies and interests

- conclusion

- structure

- header

- name and title

- summary and objectives

- contact information

- resume sections

- work experience

- education

- skills

- additional sections