



a shorter,
summary
version of one's
education and
experience

A document created and used by a person to present their background, skills, and accomplishments

Your resume
should only
emphasize
your most
relevant
experience and
skills

highlight
your most notable
accomplishments.



A strong resume communicates your qualifications and sets you up for career success

Show employers
you're qualified
for a position and
convince them to
offer you an
interview.

It can make it
harder to see
your career
progression,
growth, and
stability.

Your skills and achievements may lose context and relevance if they are not linked to specific jobs or employers



Does