

A résumé is the story of your ability to do good, valuable work. The best ones are user-centered, meaning they consider the reader's perspective. Follow each question to critically approach writing a reader-centered résumé.

WHAT'S YOUR WORK GOAL?

WHY?

Why are you writing this?
Why do you want this job?
What will happen if you get it?

WHO?

Who is your audience?
Who will read this?
How long will they have to read it?

CONTEXT?

How many people are applying?
How are you connected to the job?
What will it pay?

CRITERIA?

What kind of skills are they looking for?
What type of education background?
What previous experience?

