

## Resume Writing

**Length:** 1 Day

**Summary:** One of the most important--and intimidating--steps in the job search process is writing a solid resume that gets the attention you want and need. Unfortunately, many job seekers get overwhelmed before they even get started. The result is poorly-written resumes that are built on top of templates that don't do the job seeker any good.

Today, resumes have to appeal to potential employers while also being optimized for the electronic age. Whether you are handing a resume over in person or are emailing an electronic copy to be added to an online database, the words you use and the formatting you choose will make a big difference in whether or not you get that interview.

This course teaches you not just what a resume should look like, but what it should say. It walks you step-by-step through the creation of the most common sections found on resumes in today's job market. In addition to helping you determine what information should be included, it also goes a step further to help you realize what pitfalls to avoid when creating this powerful job search tool.

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## COURSE CONTENT

### 1: AN INTRODUCTION TO THE RESUME

- What Is a Resume?

### 2: TYPES OF RESUMES

- Resume Types

### 3: PREPARING TO WRITE YOUR RESUME

- What Information Will You Need?
  - Education
  - Job History
  - Achievements
- Narrowing It Down

### 4: PRESENTATION

- The Rules of the Game
  - Length
  - Font
  - Spacing
  - Layout
  - Sections
  - Paper

### 5: PROFESSIONAL OBJECTIVE AND EDUCATION SECTION

- Writing Your Objective
- The Education Section

### 6: EXPERIENCE

- Take an Objective Look at Your Experience
  - Job Experience

- Volunteer Experience

- Leadership Experience

- How to Present Your Experience

### 7: SKILLS SECTION

- What Skills are Relevant?
- How to Discover Your Skills
- Presenting Your Skills on the Resume

### 8: HONORS AND AWARDS

- Consider Including Honors and Awards
- Choosing Honors and Awards to Include
- How to Present Your Honors and Awards on Your Resume

### 9: ACTIVITIES AND INTERESTS

- Why Should You Include Your Activities and Interests?
- What to Avoid

### 10: BOLSTERING YOUR RESUME

- When You Just Don't Have the Job Experience
- Making the Most of the Job Experience You Do Have
- Honesty Is the Best Policy

### 11: POLISHING YOUR RESUME

- Tailoring Your Resume
- Making Your Resume Stand Out
- Things to Avoid