

Résumé Writing



What is a Résumé?

A résumé is a written summary of your qualifications, skills and work-related experience.

- It's an important tool in your job search efforts.
- Employers will require a copy of your resume when you apply for a job.
- Your resume is your first chance to impress an employer and show them that you're the right person for the job.

What do I put in my resume?

You might like to include:

- The title
- Full name
- Contact Information
- Email address (Appropriate)
- Education and Training
- Work History
- Experiences
- Skills
- Abilities
- Interest
- Objectives
- Referees