VIDEO 1
RESUME BASICS - STUDENT NOTES

LEO

1. A resume is a formal document that lists your _____, education, skills, _____ , and achievements.

2. Other than jobs, what can resumes be utilized for?

3. What is the first step to starting a resume?

4. Photos can introduce an _____ _____, and are not considered professional in most cases.

5. What are some things you want to avoid using in your resume?

6. Your resume should be clean, simple, and _____.

7. A _____ page resume is considered ideal, especially for students or those just starting out.

8. Circle the statement that is correct:

    A. Consider quantity over quality when creating your resume.
    B. Consider quality over quantity when creating your resume.

9. Explain why it is important to submit your resume in PDF format.

10. In your own words, explain why it is important to write your resume for yourself, instead of having someone else create it for you.