

## T H E R E S U M E

- Course is divided into 12 Resume Tips with corresponding Videos and Worksheets
- The Worksheets provide additional information to the Video so please review carefully prior to watching the Video
- Print each Worksheet so you can take notes as you listen to the Video
- Bonus examples of Resume Layouts and Reference Questionnaires are provided with corresponding topic

## O U T L I N E :

1. Name of your Resume
2. Send Resume to Yourself First
3. Spell Check/Proof Read
4. E-mail Address
5. Contact Information
6. Objective
7. Experience plus Bonus Resume Examples of:  
*A: Lazy vs. Non Lazy; B: Same Firm Multiple Times; C: Same Firm Once; D: Same Firm Multiple Departments; E: College Grad*
8. Education and Licenses
9. Computer Skills
10. Languages, Hobbies and Achievements
11. References plus Bonus:  
*A: Reference Questionnaire; B: List of References*
12. Social Media
13. Recap: Best Practices Resume