April 27, 1994

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Resumes best way to impress

From staff reports

In today's competitive job market, resumes are often the only chance a student has to impress an employer.

There are many ways to write a resume; some are better than others. Ultimately, the form is not as important as the content and the neatness of the final product.

Most resumes begin with a career objective. A career objective tells an employer how you fit in the organization. The career objective unifies the rest of the resume contents.

There are three vital pieces of information that must be included. The level or position title you are seeking, where within the organization you want and the skills you hope to incorporate into your job.

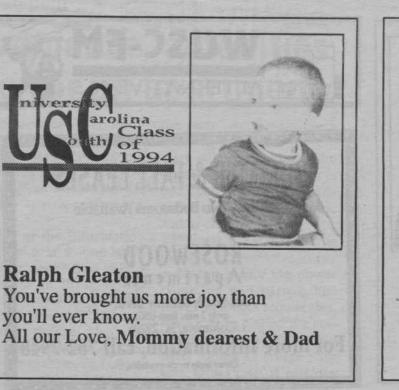
Recent college graduates with related job experience often use a chronological resume, which organizes information in reverse chronological order.

There are a variety of sections that can be included on a resume: education, selected courses, honors/ awards, activities, interests and references. Not all of the categories need to be included. Change the order of the categories or add and delete them based on your background.

The skills resume puts your specific skill first, after the objective statement and education listings. It is used by individuals who do not have experience or education-related to their objective, but have mastered the skills necessary for the position desired.

This style of resume is used to translate your potential in your chosen career field when that potential may not be obvious from your specific background. It may be helpful when applying for a job outside of your major.

For examples of different resume layouts, see the Sample Resume Book in the Career Center Library.





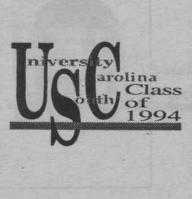
Form a little boy with ABCs on his chest to a BS in his head. **Congratulations!** We love you, Mom & Dad



Cindy MacCharles We are so proud of you. Enjoy this great moment. We know you will have a great and happy future Love, Mom, Dad, & Rob

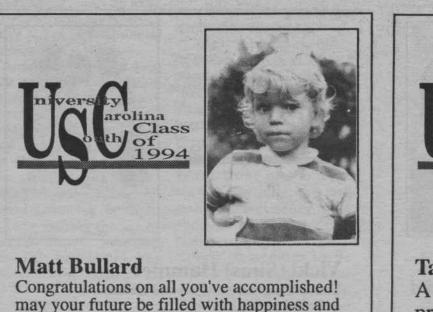
Class

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Kathryn Stull Way to go, Kiddo! Love, Mom, Dad & Michael



success. We love you!

Tanya Nix proud. Love, Mom, Rupert, Rebekah, and Jenny



A great job! You've always made us Love, Mom & Dad

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