

Guide #14: Résumé Help

Print this sheet and complete it as you go through the lesson. Save this information...it holds some of your clues to career success.

Résumé Basics

How long does a recruiter look at a résumé before deciding on rejecting it or considering it?

What are three things recruiters looks for in a resume?

Résumé Quiz

What did you score?

Attach Your Résumé

Attach a copy of your current résumé to this worksheet. After you have reviewed it using the checklist found in this lesson, ask several people to comment on your résumé. In addition, take it to your Campus Career Center to ask for their ideas and suggestions.

Your Next Step

How will you use this information to help you find a job?

You never get a second chance to make a first impression.