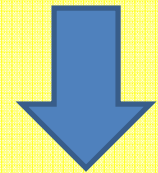


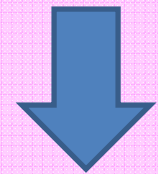
Resume Information (Slide 1/3)

- 1. Use Microsoft Publisher (green box, big P)
- 2. Make your resume reader-friendly
- Font should be easy to read
- Most important categories higher-up on the page
- Most recent experiences listed first
- Contact information easy to find
- 3. Next slide: what you need to include.



Resumes should include the following:

- Your contact information
- Your objective
- Work experience, including position/duties
- Education
- Extracurricular activities, offices held
- Awards
- Volunteer work
- References “available upon request”



Deadlines and Expectations

- Completeness
 - Make it easy to read
 - Make it easy to find key information
 - Proofread!
-
- Due Wednesday, March 21, 2012.