

Resumes

There are 8 types of resumes which are used for different applications.

One of these types is called “Quick and Easy” this is the type you see in most basic textbooks. It is the most appropriate type for use at a “cattle call” Job Fair.

Another is the “Professional” which is found in handbooks for working professionals. This type of resume is most appropriate for a technical interview.

The main difference between these two types of resumes is:

The Quick and Easy has an Objective written on it and is limited to 1 page,

The Professional has the objective on a cover page and is only limited by what you have accomplished.

A good business practice is to always have your references ready. Don't wait for them to ask for them. They should always be on a separate page with your name on top.

Before going to an interview have answers thought out for the typical questions asked and have a mental list in your mind of what you have learned in your classes.

TELL THE TRUTH.