

VIDEO 2



FORMATTING & STRUCTURE - STUDENT NOTES

1. At the top of your resume should be your name and contact information, which includes:

- A. First and last name
- B. Phone number
- C. _____ email address

Reflect: Do you have a personal email set up? Would it be considered professional?

2. A summary is a _____ of your experience and skills, tailored to the job, scholarship, or award you're applying for.

3. An objective statement focuses more on your _____ and what you're looking to _____ in the role.

4. If you're just starting out into the professional world, or may not have a lot of experience yet, which might you consider using in your resume?

- A. Summary Statement
- B. Objective Statement

5. It is recommended to list your GPA under the education section if it is a _____ or higher.

6. What are two other things that might be included under the education section of your resume if they are applicable?

7. Reviewers want to see how you've added value in your previous roles, so whenever possible, _____ your achievements.

8. Listed extracurricular activities should still relate back to what you're applying for.

- A. True
- B. False

9. Be sure to use acronyms for your school clubs or organizations on your resume.

- A. True
- B. False

10. Your resume font should be something professional and easy to read like Arial, Calibri, or _____.

