VIDEO 3
CRAFTING A STANDOUT RESUME - STUDENT NOTES

1. The refinement process is key. After you've listed everything, go back and edit by selecting the most _____ details—focus on the responsibilities and achievements that align with what you're applying for. It's all about _____.

2. _____ your resume shows employers you've put thought into how your skills and experiences fit their needs.

3. What is the best way to demonstrate the impact and value you brought to a previous role, instead of just listing the description?

4. What is the formatting trick to structuring your achievements or descriptions?
_____ + _____ + _____

5. Circle the "project" part of the statement below:

   A. Led a team
   B. To implement a new pool cleaning system
   C. Saving the city over $1,000 per month in wages

6. What is one example of a powerful, actionable verb?

7. What is one thing people tend to forget to review on their resume before submitting?

   A. Spelling
   B. Tense
   C. Capitalization

8. Under each job, you should mention the skills or _____ you developed.

9. Be sure to highlight how these skills are _____ to the job you're applying for.

10. List as many powerful, actionable words (verbs) you can think of to help you on your resume.