***Would YOU Hire YOU?***

**Student NOTES**

1. **OBJECTIVES:**

1.

2.

3.

4.

5.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **II. O\*NET:** |  |  |  |  |  |  |  |  |  |  |
| 6. | O\*NET is | and contains |  | of |  |  |  | – specific - |
|  |  |  |  |  | . |  |  |  |  |  |  |  |  |
| 7. |  | It helps to |  |  | or |  |  |  |  | career |  |  |

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1. The Main Web site is:
2. The on-line survey link is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. If you already have a career in mind, use this link: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. The average person changes jobs \_\_\_\_\_ times in a lifetime.
5. The average \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ age is \_\_\_\_\_\_\_ years.
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ doesn’t end with \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. \_\_\_\_\_\_\_\_\_\_\_ – level skills: \_\_\_\_\_\_\_\_\_\_ skills.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ skills: require \_\_\_\_\_\_\_\_\_\_\_ knowledge pertaining to the job or could be previous \_\_\_\_\_\_\_\_ experience.
3. A \_\_\_\_\_\_\_\_\_\_\_\_ is used to “\_\_\_\_\_\_\_\_” abilities to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. A \_\_\_\_\_\_\_\_\_\_\_\_ letter is used to “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” the applicant and give an overview of one’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. Resumes may be \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or sent via \_\_\_\_\_\_\_\_\_.
6. Some sites allow for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
7. Keep the resume to \_\_\_\_\_\_ page.
8. Use \_\_\_\_\_\_\_\_ phrases; no complete \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
9. No more than \_\_\_\_\_ to \_\_\_\_\_\_ words per statement.
10. Make sure to have a professional \_\_\_\_\_\_\_\_\_\_\_ address.
11. Use \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ where applicable.
12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or use \_\_\_\_\_\_ font on section headings.
13. \_\_\_\_\_\_\_\_\_\_ space within sections; \_\_\_\_\_\_\_\_\_\_\_ space between sections.
14. Be \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
15. Stress your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
16. If printing, use good, quality \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_.
17. Do not include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the resume.
18. \_\_\_\_\_\_% of companies research candidates via \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_.
19. Delete \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ pictures.
20. Re-evaluate your \_\_\_\_\_\_\_\_\_\_\_\_\_ on social media.