**Would You Hire You? Student Notes**

1. Objectives:
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. O\*NET
   1. O\*NET is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and contains \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ specific \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. It helps to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ career \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. The main website is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. The online survey link is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   5. If you already have a career in mind, use this link: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   6. The average person changes jobs \_\_\_\_\_\_\_\_\_\_\_\_\_ times in a lifetime
   7. The average \_\_\_\_\_\_\_\_\_\_\_\_\_ age is \_\_\_\_\_\_ years
   8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ doesn’t end with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-level skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ skills
   10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ skills: require \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ knowledge pertaining to the job or could be previous \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ experience
   11. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is used to “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” the applicant and give an overview of one’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   12. Resumes may be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or sent via \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   13. Some sites allow for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   14. Keep the resume to \_\_\_\_\_\_\_\_\_ page
   15. Use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ phrases; no complete \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   16. No more than \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_ words per statement
   17. Make sure to have a professional address
   18. Use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ where applicable
   19. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ or use \_\_\_\_ font on section headings
   20. \_\_\_\_\_\_\_\_\_\_\_ space within sections; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ space between sections
   21. Be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   22. Stress your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   23. If printing, use good, quality, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   24. Do not include \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the resume
   25. \_\_\_\_\_\_\_% of companies research candidates via \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   26. Delete \_\_\_\_\_\_\_\_\_\_\_\_ pictures
   27. Re-evaluate your \_\_\_\_\_\_\_\_\_\_\_\_ social media