**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