**WOULD YOU HIRE YOU?**

**Student NOTES**

1. **OBJECTIVES:**
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. **O\*NET:**
8. O\*NET is \_\_\_\_\_\_\_\_ and contains \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-specific

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

1. It helps to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ career \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. The Main Web site is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. The online survey link is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. If you already have a career in mind, use this link:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The average person changes jobs \_\_\_\_\_ times in a lifetime.
2. The average \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ age is \_\_\_\_\_\_\_ years.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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. Résumés may be \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or sent via \_\_\_\_\_\_\_\_\_.
6. Some sites allow for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
7. Keep the résumé 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 résumé.
18. \_\_\_\_\_\_% of companies research candidates via \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_.
19. Delete \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ pictures.