Resume Model Analysis

# Read and React

1. If you were a busy employer with hundreds of resumes to scan, which of these would make it easiest to see the employees qualifications? Give at least 3 things they did well (hint: formatting is key!).
2. Which resume most needs reformatting to be easy to read and clear to a potential employer? Give at least 3 things that could be changed.

# Style/Formatting

1. List 5 formatting similarities and 5 formatting differences across the resumes
2. List 5 things you want to make sure you do when you are formatting your own resume

# Categories

1. Choose one resume to analyze. Why do you think the author chose the major categories that they did?
2. Considering who you are and the job you want (to be an 11th grader) list at least 4 resume categories that you will want to include in your resume

# Descriptive Sections

1. Make at least 4 observations about how they described what they did, their duties/accomplishments. Look at formatting and wording.
2. What are the 3 most important things to remember when you are writing the descriptions of your accomplishments – do not say edit and proofread; go for something deeper.