***Would YOU Hire YOU?***

**Student NOTES**

**I. OBJECTIVES:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. O\*NET:**

6. O\*NET is \_\_\_\_\_\_\_\_ and contains \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-specific

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

7. It helps to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ career \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

8. The Main Web site is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. The on-line survey link is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. If you already have a career in mind, use this link: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. The average person changes jobs \_\_\_\_\_ times in a lifetime.

12. The average \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ age is \_\_\_\_\_\_\_ years.

13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ doesn’t end with \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_

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

14. \_\_\_\_\_\_\_\_\_\_\_ -level skills: \_\_\_\_\_\_\_\_\_\_ skills.

15. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ skills: require \_\_\_\_\_\_\_\_\_\_\_ knowledge pertaining to the job or could be

previous \_\_\_\_\_\_\_\_ experience.

16. A \_\_\_\_\_\_\_\_\_\_\_\_ is used to “\_\_\_\_\_\_\_\_” abilities to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

17. A \_\_\_\_\_\_\_\_\_\_\_\_ Letter is used to “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” the applicant and give an overview

of one’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

18. Resumes may be \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or sent via \_\_\_\_\_\_\_\_\_.

19. Some sites allow for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

20. Keep the resume to \_\_\_\_\_\_ page.

21. Use \_\_\_\_\_\_\_\_ phrases; no complete \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

22. No more than \_\_\_\_\_ to \_\_\_\_\_\_ words per statement.

23. Make sure to have a professional \_\_\_\_\_\_\_\_\_\_\_ address.

24. Use \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ where applicable.

25. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or use \_\_\_\_\_\_ font on section headings.

26. \_\_\_\_\_\_\_\_\_\_ space within sections; \_\_\_\_\_\_\_\_\_\_\_ space between sections.

27. Be \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

28. Stress your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

29. If printing, use good, quality \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_.

30. Do not include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the resume.

31. \_\_\_\_\_\_% of companies research candidates via \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_.

32. Delete \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ pictures.

33. Re-evaluate your \_\_\_\_\_\_\_\_\_\_\_\_\_ on Social Media.