Chapter 14

Data File 14-1 Learning More about Résumés

**Directions:** Complete the following activity to learn about how to create a résumé.

As the head of the human resources department, Ms. Washington looked at the stack of résumés on her desk. People were applying for a job opening in the Information Technology Department, and she had a growing number of applicants. People wanted to work for the company because of its reputation for good pay and benefits. She would have to start narrowing the field of interested people in order to decide who would get an interview. She began to sort through the résumés, putting most of them into the rejection pile. It didn’t take her long to make these early decisions. A weak format sent one to the stack. Typos did it for another. Still another was far too long. She kept at it until she had the most presentable résumés. Then she started to consider the content, looking for the few résumés that would make it to the top for consideration.

Businesses don’t all handle résumés in exactly the same way, but one thing is for sure—the better a résumé is, the better the chance of being considered for a job interview and a job. Explore what it takes to create a top-notch résumé by conducting an Internet.

From your Internet browser, search the term *effective résumés*. Use the information you find to answer the following questions.

Activity Questions

1. What is the purpose of a résumé?

<<Place Answer Here>>

2. Describe the four main résumé types.

<<Place Answer Here>>

3. What type of résumé is most often used by someone who is changing careers or who has gaps in his or her employment history?

<<Place Answer Here>>

4. What type of résumé would be best for you to use? Explain your answer.

<<Place Answer Here>>

5. Which of the following is a better way for a job seeker to describe his or her accomplishments? Explain why.

A. Supervised a 50-person team in the development of safety procedures, which resulted in a 10 percent decrease in the number of on-the-job accidents in the first year after implementation.

B. Developed safety procedures that were implemented company-wide.

<<Place Answer Here>>

6. Describe the pros and cons of using bullets or text in paragraph form on a résumé.

<<Place Answer Here>>

7. Ask your instructor where to save your documents. This could be on the school’s network or a flash drive of your own. Name your Word document *FirstnameLastname*\_Activity14-1.docx (i.e., JohnSmith\_Activity14-1.docx).