Connect to Your Career

6-3 Résumé Heading, Objective, and Profile

1. Create two headings that you might use for your personal résumé. One should be for an e-résumé and one for a hard copy résumé. Later, you will transfer this information to your résumé.

<<Place Answer Here>>

2. Create a career objective for your résumé. Use the information provided in the chapter as a guide. You will transfer this information to your résumé.

<<Place Answer Here>>

3. Create a career profile for your résumé. You will transfer this information to your résumé.

<<Place Answer Here>>

4. Save your Word document as *FirstnameLastname*\_ResumePart1.docx (i.e., JohnSmith\_ResumePart1.docx).