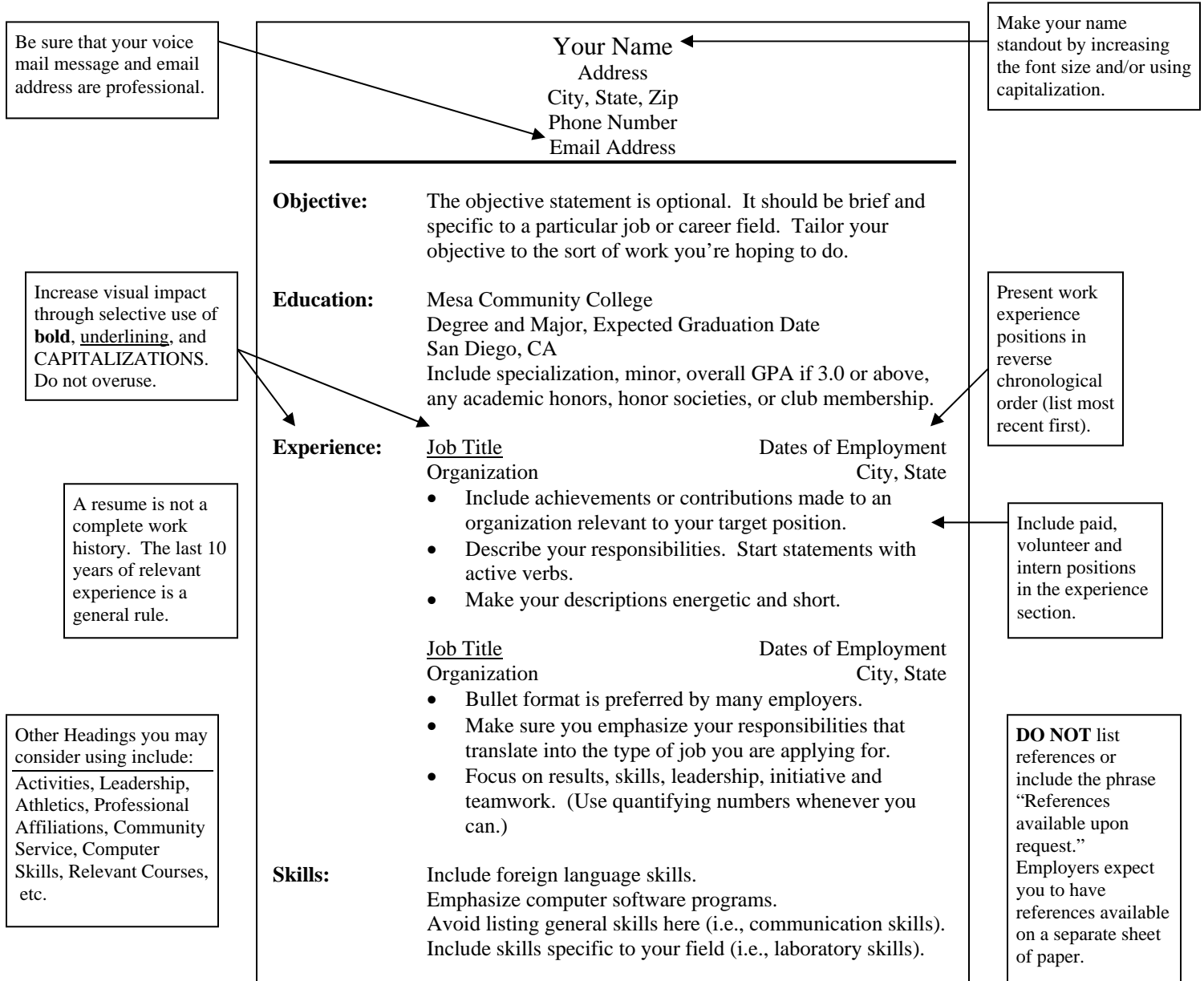


Preparing Your Resume: RESUME CONTENT

You should start developing your resume early and update it often. If you will be applying to several *different* jobs, you should create several versions of your resume tailored to each specific job in order to focus on the employer's needs. Here is a sample general format for developing your resume. On the pages that follow are several sample resumes. Remember these are to give you ideas and serve as a guide. Your resume should follow a similar format; however, it should represent who YOU are and what you are intending to communicate about YOURSELF to your potential employer!



REMEMBER: Correct all spelling errors. Nothing eliminates you from consideration more quickly than a typo. Avoid relying solely on your software spell check. Proofread your resume yourself and then have it proofread by others.