



LearnCache Résumé Writing Course

Table of Contents

1. Introduction

- a. Introduction to Résumé Writing
 - i. How to Evaluate a Résumé
 - ii. Résumé Evaluation Feedback
- b. Résumé Writing Guidelines
- c. Test your Knowledge – Résumés

2. Material Gathering

- a. Career Documents
 - i. Organizing your Documents
- b. Career History Charts
- c. Accomplishments Identification

3. Research

- a. Career Research/Keywords
- b. Field Research
- c. Occupational Research
- d. Job Posting Research
- e. Test Your Knowledge – Career Research

4. Résumé Style Options

- a. Style Options
- b. Analyze Your Style Options
- c. Select a Résumé Style
 - i. What Résumé Style Did You Select?
- d. Test Your Knowledge – Résumé Styles

5. Sections of a Résumé

- a. Mandatory Section Headings
 - i. Identify Your References
- b. Optional Section Headings
 - i. Section Selection
- c. Test Your Knowledge – Section Headings

6. Self-Assessment

- a. Your Transferable Skills
- b. Your Personal Traits
- c. Identify Your Skills
- d. Test Your Knowledge – Skill Identification



7. Content and Format

- a. Content Tips
- b. Format Tips
 - i. Favorite Font
- c. Résumé Critique
- d. Test Your Knowledge – Selecting Content

8. Content Development

- a. Content Writing - Steps
 - i. Bullet Point Evaluation
- b. Test Your Knowledge – Writing Content

9. Résumé Creation

- a. Section Overview

Chronological Style

- b. Develop a Chronological Style Résumé
- c. Edit and Format a Chronological Résumé
- d. Develop a Combination Style/Chronological Résumé

Functional Style

- e. Develop a Functional Style Résumé
- f. Edit and Format a Functional Résumé
- g. Develop a Combination Style/Functional Résumé

Evaluation

- h. Content Evaluation
- i. Format Evaluation
- j. Feedback

10. Next Steps

- a. Targeting Your Résumé
 - i. Using a Job Posting
- b. Preparing a Targeted Résumé
- c. Sending Your Résumé - Checklist
- d. Creating a Second Résumé Style