Name _____

Crafting Your Path: How to Write an Effective Resume

Short Answer

1. What information should be included in the heading of a resume?

2. Explain why it's important to list your work experience in reverse chronological order.

3. What is the purpose of customizing your resume for each job application?

4. How can including relevant keywords from the job description improve your chances of getting noticed by employers?

5. What are some tips for proofreading and editing your resume effectively?

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