

Name _____

Crafting Your Path: How to Write an Effective Resume

Short Answer Key

1. The heading of a resume should include your name, contact information, and a professional email address.
2. Listing work experience in reverse chronological order places the most recent and relevant experience at the top, making it easier for employers to see your most recent accomplishments and qualifications.
3. Customizing a resume for each job application allows you to highlight experiences and skills that are most relevant to the specific job you're applying for, increasing your chances of being considered for the position.
4. Including relevant keywords from the job description can improve your chances by ensuring that your resume aligns with the specific qualifications and requirements the employer is looking for, making it more likely to pass through Applicant Tracking Systems (ATS) and catch the attention of hiring managers.
5. Some tips for effective proofreading and editing include checking for spelling and grammatical errors, asking someone you trust to review it as well, and ensuring a clean and professional format with consistent fonts and bullet points.

