

Professional Business Resumes

Topics Covered

◆ Purpose of the Resume	Pg. 32
◆ Types of Resumes	Pg. 33
◆ Outline of a Chronological Resume	Pg. 34
◆ Resume Worksheet	Pg. 42
◆ Active and Descriptive Words and Phrases	Pg. 46
◆ Sample Scope and Accomplishment Statements	Pg. 50
◆ Sample Resumes	Pg. 52
◆ References	Pg. 59
◆ Electronic Recruiting	Pg. 61