

## What is a résumé?

Webster's Dictionary defines a résumé as: a summary, as of one's employment record.

We have expanded on that definition below:

- a brief summary of your education, activities, volunteer and paid experiences and skills
- a document that highlights your qualifications and experience as they relate to the opportunity/job you are seeking

## Résumés are also.....

- **A Marketing/Sales Tool** – “You” are the product.
- **A Calling Card** – the “first impression” of you; Make it a good one!
- **A Guide** – to direct an interview.
- **A Memory Jogger for the Interviewer** – following an interview, the résumé provides support for the personal impression you made.

## It's all about your future!

Résumés market you...your skills, accomplishments, education and potential. Tailor your résumé to what you want – admission to the college of your choice, a summer job, college scholarship, internship or co-op position. Promote the skills you enjoy using; showcase your strengths and accomplishments. A well written résumé is the first step to presenting yourself to others. Make sure it represents the best of you!

Prepared by the StartSavvy® Team