

## What is the purpose of a resume?

The purpose of a resume is to provide a summary of your skills, abilities and accomplishments. It is a quick advertisement of who you are. It is a "snapshot" of you with the intent of capturing and emphasizing interests and secure you an interview. It is not an autobiography. Since your resume is a primary tool in your job search, it needs to be carefully written and critiqued. The rest of this website is designed to guide you through the process.

## How does one begin a resume?

In order to effectively convey your strengths, you must do a self assessment.

- Begin with a list of your greatest accomplishments and personal qualities.
- Describe your skills and accomplishments with each employer, significant activity, or volunteer job by using [action words](#). List only the skills that you would like to use on a new job. If you are writing a scannable resume then use [key words](#).
- Analyze the requirements of the new job you want to apply for.
- Compare the skills required with your background and indicate how you have demonstrated these skills. (Apply for jobs where you have the closest fit and interest.)