

BEFORE

Take 10
seconds and
compare these
resumes.



- ① Read the EDUCATION section of the before resume.
- ② Now read the Business Computer Training section of Terry's after resume. Which resume gives a broader view of Terry's high school education?
- ③ Compare the Previous Jobs section in the before resume to the 2nd, 3rd and 4th sections of the after resume. Employers can't guess this information. You must provide it.
- ④ Of these two resumes, who looks most qualified for a retail position? Who would you select for an interview?

Terry Shaw
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OBJECTIVE:

To gain a job in retail.

PREVIOUS JOBS:

Taco Time:

Handled Money
People Skills
Cooked
Cleaned
Trained People

Old Time Buffet:

People Skills
Cleaned

Albertsons:

Bagged Food
People Skills
Sales Skills

EDUCATION:

Redmond High School
Graduating 1997

