

# RESUME + COVER LETTER WRITING

*with*

LAKRISHA  
DAVIS



# WHAT YOU'LL LEARN

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- The purpose of a resume and why it's important
- The role resumes play in your career and job search (in 2019)
- What makes a resume impactful
- How to write a resume and choose the correct resume format



# WHAT MAKES A RESUME 'GOOD'

**A good resume is (1) discoverable by hiring managers in applicant tracking systems; and (2) tells a story based on the target job position.**

- Pick 1-3 specific target positions. (It makes the process of constructing your resume easier.)
- Study your job descriptions
- Think of experiences that best reflect that you can do the job

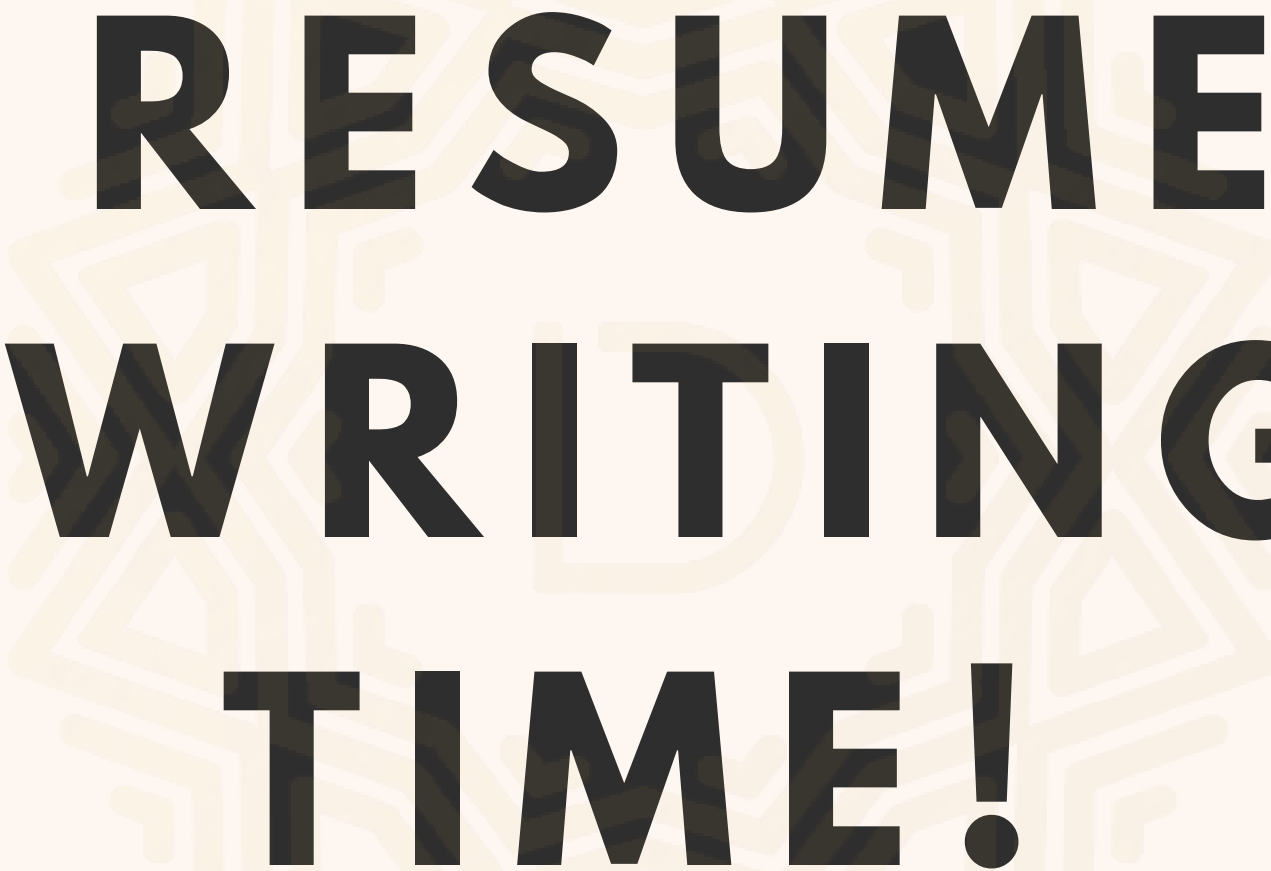


# EXPLORING RESUME FORMATTING

There are 3 most commonly used resume formats. Choose a resume format that best showcases your skills and expertise.

- The Chronological Resume Format
- The Functional Resume Format
- The Combination Resume





**RESUME  
WRITING  
TIME!**

# THAT'S A WRAP!



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**ASK A QUESTION**

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**VISIT MY WEBSITE**

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