## JOB SEARCH CHECKLISTS / QUICK TIPS

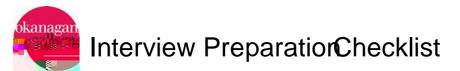


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Writing a professional resume has one specific purposevin an interview A great resume will make it **ea**sy as possible for an employer to determine whether **yoight** have what it takes to be successful in the position/companyof interest based on your skills, education, or experientiage gain a solid start at writing your resume, follow the checklist below.

Use a standard font (Arial 10, Times New Roman 11, or Calibri 11) Ensure dates are aligned with the right magin (setright tabs) and



Job interviews can be a source of concienyou h  $\dot{A}$  v [s Z u  $\mu$  Z Æ ‰ CE] v  $\dot{A}$ ] s Z s Z u X h • checklist to help yopprepare and reel more confident when it comes to explaining your qualifications.

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Networking is an important skill since a high percentage of job vacancies are filled by referrals. The more contacts we have, the more people who will know bout our current situation and what