

# Resume and Visual Resume Building

## Introduction

A Résumé is a document used by persons to present their backgrounds and skills. Résumés can be used for a variety of reasons, but most often they are used to secure new employment.

## Procedure

In this activity, you are going to follow along with the Résumé Presentation. After the presentation, you are going to:

- Download and save (to your H-Drive) the **Résumé Builder** template under the **Assignments** tab on Mr. Anson's web page found on the school web site.
- Complete your Résumé using the template. Be sure to save as you are working.

After completing your Résumé:

- Review the Visual Résumés on the site provided in the Resources section of this activity.
- Using Microsoft PowerPoint and the information in your Résumé, complete your own Visual Résumé.
- Include the following but not limited to...
  - Personal information
  - Likes, Dislikes
  - Hobbies
  - Expectations for this course
  - Projects you might like to do or have done
  - Any other information you think is relevant and appropriate

## Resources

Resume Presentation

[https://docs.google.com/gview?url=http://owl.english.purdue.edu//media/ppt/20071017040900\\_699.ppt&chrome=true](https://docs.google.com/gview?url=http://owl.english.purdue.edu//media/ppt/20071017040900_699.ppt&chrome=true)

Visual Resume

<http://workawesome.com/career/top-10-powerpoint-resume-presentations-on-slideshare/>

Tips:

- Pay close attentions to the resources provided.
- Use visuals with your presentations
- Keep information short and sweet