**Discussion:**

**Introduction to Résumé Writing**

The purpose of your résumé is to provide a written account of your professional impact along with an overview of your skills, experience and credentials. The résumé is not meant to be an exhaustive document. Instead, the résumé is a customized summary of the relevant information. Each résumé should be written for a specific job.

The résumé is an extremely subjective document and there are very few universally accepted rules about the résumé. However, there is agreement on the important sections of information that should be included in an effective résumé. The **Résumé Cheat Sheet** will walk you through the development of the **four** critical sections for each résumé; **Summary, Skills, Experience** and **Education**, as well as what could be contained in an **optional** fifth section.

The cheat sheet first offers you a template along with several examples of what can go into each section of the résumé, followed by a blank version for you to fill in with your own information.

Read through the description and samples for each of the sections of the résumé and then complete the blank version of the cheat with your own information. This will provide you with a work template that you can use to write your customized job specific résumés moving forward.

*Note: It is recommended that individuals in transition develop a master résumé that contains ALL of their previous experience and accomplishments. This source document will provide the content for the customized résumés used during the application process.*