

# Resume Building Tips

- Step One: List Your Skills, Abilities and Special Talents
- Step Two: Choose A Job Objective
- Step Three: Learn The Requirements of That Job
- Step Four: List Your related Skills and Abilities
- Step Five: Write One-Liners To Demonstrate Your Related Skills And Abilities
- Step Six: List Your Work History
- Step Seven: List Your Education and Training
- Step Eight: Summarize Your Key Points
- Step Nine: Assemble Your Resume
- Step Ten: Produce A One Page Resume

Tip: Your email address should be your name, not a funny nickname. Don't have one, create one.



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