

# Building your resume.

- Contact info> Full name, Contact number, address, email address
- Summary > Why the company should choose you?, be specific to the needs of the companies/employer/what do you bring to the table for them.... at you are able to offer to the company that you want to work for?, this help you to identify your own goals an ambitions, and matching them with the company values.
- Work history AND Job Duties> Name of the company / Job Position / Dates, if you have a 1 oy 1.5 years gap(s) on your dates please explain why, Job Seekers want to be sure that they can count on you. Please describe your job responsibilities in the best way, add information about any achievements.
- Education> Begin with advance degrees, not forgetting your HS Education because, most employers ask if you finishes high School, and employers tracking systems don't set up if you don't have HS Diploma, (even though you have an advance degree)

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