

## 5. Résumé

### *Purpose:*

A résumé is a summary of a job applicant's previous employment experience and educational background. An effective résumé is one someone can glimpse and get the information from immediately.

### *Suggestions:*

Prepare an excellent, one-page résumé. Give attention to details like spelling, grammar, format, and presentation.

Please note that Career Services can help you to prepare a complete and professional-looking résumé.