

What to Bring to a Resume Appointment

- A draft of your most recent resume.

Or, the following information:

- List of employers from the last 10 years, including:
 - ✓ Business names, cities, and states
 - ✓ Dates of employment
 - ✓ Job title
 - ✓ Skills, projects, accomplishments
- Volunteer work.
- A list of your skills, as they relate to the job you're pursuing. Remember to include computer skills.
- What are the qualities that make you a good employee?
- Accomplishments, memberships, special skills.
- Schools attended, including:
 - ✓ School names, cities, states
 - ✓ Dates of attendance
 - ✓ Diplomas, certificates
 - ✓ Honors
 - ✓ Activities