

**Professional Correspondence****Resume**

A resume is a document commonly used in the hiring process. It includes information about a person's background and qualifications and should communicate the most important and relevant information about him/her to employers in a clear, easy-to-read format. The goal is to quickly communicate why he or she is uniquely qualified for the position based on his or her skills and experiences (Indeed, 2020).

The following are the common types of resumes (Doyle, 2019):

- **Chronological** – This is the most common resume type in which work experiences are listed in reverse chronological order, from the most to the least recent.
- **Functional** – This focuses on skills and abilities rather than work history.
- **Combination** – This type of resume lists the skills and experiences before the employment history.

How to structure a resume (Glassdoor, n.d.):

**Header and Contact Information:** At the top of the resume, always include a header containing your name. Your contact information (typically a phone number, personal email address, and sometimes links to social profiles or personal websites) should be included as well. After all, you don't want there to be any confusion over who the resume belongs to or make it difficult for recruiters or hiring managers to reach out to you. However, you may want to avoid putting your contact info in the header or footer of the document itself — the headers and footers can sometimes be overlooked by the software that scans your resume.

**Professional Summary:** The professional summary is a brief, one- to three-sentence section featured prominently on your resume that succinctly describes who you are, what you do, and why you're perfect for the job. In contrast with the largely out-of-date objective statement — a line that describes the type of career opportunity you're looking for — professional summaries aren't about what you want. Instead, they're focused on the value you could bring to a potential employer. It's worth noting that a professional summary isn't an absolute must-have — if your resume is missing one, it probably won't be a dealbreaker — but it can be a nice way to give time-pressed recruiters and hiring managers a quick, high-level overview of why you're the right person for the job.

**Skills:** Once relegated to the bottom of resumes as an afterthought, the skills section has become more and more important as recruiters and hiring managers increasingly look for candidates with specialized backgrounds. Rather than making the people reading your resume hunt through your bullet points to find your skills, it's best to list them clearly. If they see right away that you have the ability to get the job done, they're much more likely to take your resume seriously.

**Work Experience:** This critical section of a resume is where you detail your work history in a consistent and compelling format. The Work Experience section should include company names, locations, employment dates, roles, and titles you held and most importantly, bullet points containing action verbs and data points that detail the relevant accomplishments of each position. This portion is essential for recruiters and hiring managers, who look to absorb information about your career experiences and connect your skills to what they're looking for in a potential hire. Recruiters are often flooded with resume submissions and must carefully source and identify quality candidates in a crowded pack — so make sure your work experience stands out.

# Lesson 11 Handout 13

**Mark J. Handwerker**



## Lesson 11 Handout 13:

**Faultless Facilitation** Lois B. Hart, 1996 This instructors manual for the Faultless Facilitation program offers 48 in class learning activities and optional training designs to go with the best selling Faultless Facilitation Resource Guide The Instructor s Manual lays out exactly how to plan run and evaluate skill based training for inexperienced facilitators *Basic Skills, Geography* Mark D. Alexander, 1990 **Teaching Challenging Texts** Lawrence Baines, Jane Fisher, 2013-06-27 Teaching Challenging Texts shows how to increase reading comprehension and enhance student engagement even with the most challenging texts Every chapter features ready to use research based lessons replete with explicit instructions handouts Common Core correlations and assessments Exploring the Future features fiction by George Orwell Suzanne Collins and William Golding nonfiction by Philip Zimbardo Stephen Pinker Abraham Lincoln Jared Diamond Dan Ariely and Ray Kurzweil images from several films an old television commercial and classical and contemporary music Understanding the Power of One features fiction by Victor Hugo and Lori Halse Anderson nonfiction by Phillis Wheatley Sojourner Truth and Edith Hamilton a young adult book on archaeology an animated film from Walt Disney and an episode from Saturday Night Live An extensive list of free resources and correlations to the Common Core allow teachers to teach on the cheap Teaching Difficult Texts brims with relevant and robust lessons for a new generation *Advanced Pre-Med Studies Parent Lesson Plan*, 2013-08-01 Advanced Pre Med Studies Course Description Semester 1 From surgery to vaccines man has made great strides in the field of medicine Quality of life has improved dramatically in the last few decades alone and the future is bright But students must not forget that God provided humans with minds and resources to bring about these advances A biblical perspective of healing and the use of medicine provides the best foundation for treating diseases and injury In Exploring the History of Medicine author John Hudson Tiner reveals the spectacular discoveries that started with men and women who used their abilities to better mankind and give glory to God The fascinating history of medicine comes alive in this book providing students with a healthy dose of facts mini biographies and vintage illustrations It seems that a new and more terrible disease is touted on the news almost daily The spread of these scary diseases from bird flu to SARS to AIDS is a cause for concern and leads to questions such as Where did all these germs come from and how do they fit into a biblical world view What kind of function did these microbes have before the Fall Does antibiotic resistance in bacteria prove evolution How can something so small have such a huge deadly impact on the world around us Professor Alan Gillen sheds light on these and many other questions in The Genesis of Germs He shows how these constantly mutating diseases are proof for devolution rather than evolution and how all of these germs fit into a biblical world view Dr Gillen shows how germs are symptomatic of the literal Fall and Curse of creation as a result of man s sin and the hope we have in the coming of Jesus Christ Semester 2 Body by Design defines the basic anatomy and physiology in each of 11 body systems from a creationist viewpoint Every chapter explores the wonder beauty and creation of the human body giving evidence for creation while

exposing faulty evolutionist reasoning Special explorations into each body system look closely at disease aspects current events and discoveries while profiling the classic and contemporary scientists and physicians who have made remarkable breakthroughs in studies of the different areas of the human body Within Building Blocks in Life Science you will discover exceptional insights and clarity to patterns of order in living things including the promise of healing and new birth in Christ Study numerous ways to refute the evolutionary worldview that life simply evolved by chance over millions of years The evolutionary worldview can be found filtered through every topic at every age level in our society It has become the overwhelmingly accepted paradigm for the origins of life as taught in all secular institutions This dynamic education resource helps young people not only learn science from a biblical perspective but also helps them know how to defend their faith in the process

Chemistry (Teacher Guide) Dr. Dennis Englin, 2018-02-26 This book was created to help teachers as they instruct students through the Master's Class Chemistry course by Master Books The teacher is one who guides students through the subject matter helps each student stay on schedule and be organized and is their source of accountability along the way With that in mind this guide provides additional help through the laboratory exercises as well as lessons quizzes and examinations that are provided along with the answers The lessons in this study emphasize working through procedures and problem solving by learning patterns The vocabulary is kept at the essential level Practice exercises are given with their answers so that the patterns can be used in problem solving These lessons and laboratory exercises are the result of over 30 years of teaching home school high school students and then working with them as they proceed through college Guided labs are provided to enhance instruction of weekly lessons There are many principles and truths given to us in Scripture by the God that created the universe and all of the laws by which it functions It is important to see the hand of God and His principles and wisdom as it plays out in chemistry This course integrates what God has told us in the context of this study

Features Each suggested weekly schedule has five easy to manage lessons that combine reading and worksheets Worksheets quizzes and tests are perforated and three hole punched materials are easy to tear out hand out grade and store Adjust the schedule and materials needed to best work within your educational program Space is given for assignments dates There is flexibility in scheduling Adapt the days to your school schedule Workflow Students will read the pages in their book and then complete each section of the teacher guide They should be encouraged to complete as many of the activities and projects as possible as well Tests are given at regular intervals with space to record each grade About the Author DR DENNIS ENGLIN earned his bachelor's from Westmont College his master of science from California State University and his EdD from the University of Southern California He enjoys teaching animal biology vertebrate biology wildlife biology organismic biology and astronomy at The Master's University His professional memberships include the Creation Research Society the American Fisheries Association Southern California Academy of Sciences Yellowstone Association and Au Sable Institute of Environmental Studies

**Teaching by Design in Elementary Mathematics, Grades K-1** Jennifer Stepanek, Melinda

Leong, Linda Griffin, Lisa Lavelle, 2010-11-16 Strengthen mathematics lessons through collaborative learning with this research based professional development program Included are grade appropriate number and operations topics aligned with the Common Core State Standards *Exam 77-883 Microsoft PowerPoint 2010, with Microsoft Office 2010 Evaluation Software* Microsoft Official Academic Course, 2011-10-11 The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Microsoft Office PowerPoint 2010 is built from the ground up around the MOS certification objectives making it a great way to learn all the workforce oriented tasks required for certification The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson as well as automated grading via OfficeGrader Furthermore the latest edition s use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader also helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics Principles of Basic Emergencycare 2/E Im Beebe, Funk, 2004-12 Delmar a part of Cengage Learning answers your call to help you prepare street smart EMTs It is critical for the EMT to be able to apply what is learned in class directly to what is done in the field Focusing on problem based learning PBL as a teaching method will help you train EMTs to be field ready when they complete their course work and certification This Instructor s Manual gets you started by introducing you to the PBL methodology and offering strategies for incorporating cases and discussion in the classroom Students educated with the PBL approach have a better working knowledge of EMS and should have an improved ability to problem solve using all available resources while in the field In short they will have the necessary tools to be competent entry level EMTs *A Knight's Tale - A Teaching Unit for the 11th to 13th Grade* Tobias Nahrwold, 2008-03 Lesson Plan from the year 2004 in the subject English Pedagogy Didactics Literature Studies grade 10 Bielefeld University course Literature and Media 5 entries in the bibliography language English abstract In this teaching unit for the Gymnasiale Oberstufe the Brian Helgeland movie A Knight s Tale is examined The 13 lessons consist of a preparatory phase then of watching the movie and finally of a postprocessing phase including a short comparison to the Canterbury Tales Most of the activities are based on the book Literature in the English Classroom by Collie Slater The Peoples Tutor, U. S. Government Beverly Vaillancourt, 2001 A tutorial study guide for any U S Government course Page 4 of cover **The Stock Market Game Guide** , 1990

**Science Essentials, High School Level** Mark J. Handwerker, 2004-12-08 Science Essentials High School Level gives classroom teachers and science specialists a dynamic and progressive way to meet curriculum standards and competencies Science Essentials are also available from Jossey Bass publishers at the elementary school and middle school levels You ll find the lessons and activities at each level actively engage students in learning about the natural and technological world in which we live by encouraging them to use their senses and intuitive abilities on the road to discovery They were developed

and tested by professional science teachers who sought to give students enjoyable learning experiences while preparing them for district and statewide proficiency exams For easy use the lesson and activities at the High School Level are printed on a big 8 1/2 x 11 lay flat format that folds flat for photocopying of over 107 student activity sheets and are organized into two sections I BIOLOGY 60 Lessons Addresses the following topics Fundamental Life Process Single and Multicellular Organisms Phenotypes DNA RNA Genetics Ecosystems Internal Environments Bacteria and Viruses II CHEMISTRY 47 Lessons Includes information about Periodic Table of Elements Properties of Matter and Kinetic Molecular Theory Each section offers detailed lessons with reproducible activity sheets for teaching basic concepts and skills in one main area of science at this level Each lesson includes The Basic Principle underlying the lesson and accompanying student activity The specific science Competency students will demonstrate A list of Materials needed to complete the activity An easy to follow illustrated Procedure for presenting the lesson and accompanying student activity handout Observations Analysis describing the desired results and answers to the student activity A two page illustrated Student Handout with step by step directions for carrying out the activity and recording observations and conclusions The lessons in each section are followed by sample test items focusing on the concepts and skills emphasized in that section These will help students prepare for the types of questions they will be asked in actual test situations and are followed by answer keys All three grade level volumes elementary middle school and high school give you stimulating and effective ways to help students master basic science content and prepare to demonstrate their knowledge at the particular level

Learning DOS Margaret Brown,1993 A self paced workbook which provides hands on exercises and applications for novice DOS 6 users Concepts of DOS are explained and exercises reinforce skills necessary to make the most of your computer Perfect for novices as well as those looking to learn the new features of DOS 6

Virginia State Documents ,2001

The Preparation of Occupational Instructors University of Texas. Industrial Education Department,1966

*NIV Standard Lesson Commentary* Ronald L. Nickelson,2006-05 Reliable Scripture commentary is coupled with contemporary Bible lessons Each lesson has eight pages of easy to use helps options and ideas With verse by verse explanation of the Bible text this resource includes a pronunciation guide

*Invitation to Invent* Clg Of William And Mary/Ctr Gift Ed,2009-11 Invitation to Invent a physical science unit for grades 3 4 engages students in investigations and observations that support their learning about simple machines and their uses Students explore force motion and friction as they learn about the six simple machines and how they are put together to form compound machines Invitation to Invent was developed by the Center for Gifted Education at The College of William and Mary to offer advanced curriculum supported by years of research The Center s materials have received national recognition from the United States Department of Education and the National Association for Gifted Children and they are widely used both nationally and internationally Each of the books in this series offers curriculum that focuses on advanced content and higher level processes The science units contain simulations of real world problems and students experience the

work of real science by using data handling skills analyzing information and evaluating results The mathematics units provide sophisticated ideas and concepts challenging extensions higher order thinking skills and opportunities for student exploration based on interest These materials are a must for any teacher seeking to challenge and engage learners and increase achievement Grades 3 4      **Building Bridges** Peace Corps (U.S.),2002 Lesson plans for cultural study in middle and high schools based on Peace Corps training materials and World Wise Schools curriculum resources      *Teaching the Reading Teachers* Cynthia Coleman Woodington,Leslie Anne Perry,1983      **Excel 2000: A Comprehensive Approach, Student Edition** McGraw-Hill,1999-07-09 Excel 2000 gives your students step by step instruction based on real business cases that use the power of MS Excel 2000 Suitable for one semester or two quarters of instruction this effective tutorial provides complete instruction in all Skill Sets and Activities appropriate for the Microsoft Office User Specialist MOUS Certification Exams To see examples of live student Web project activities check out the Glencoe s Comprehensive Approach series Website

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