**Exercise 2E – Create/Update Your Resume**

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| **(Email/LinkedIn url) FirstName, Initial, LastName (Mobile No.)** |
| **Summary/Qualifications**: (Short paragraph to show how your skills are a match for the job requirements) |
| **Keywords** – (Match as many of your skill keywords to the job) |
| **Employment history** – (Use powerful words and quantify results) |
| **Education -** List your degrees, certifications, and courses |

**Make sure to prepare your references ahead of time and address resume “gaps” - (ref. presentation)**

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| * + **Review your Resume with a colleague, mentor or coach – check for spelling, grammar, and punctuation errors & ask for skills and achievements you may have forgotten.**
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***Move to the next step once you’ve completed this step thoroughly***