



TECHNICAL WRITING

Resumes

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Resumes and letter of application

A Resumes and letter of applications are essential type of writing for college students and for any one changing jobs .

Analyzing the situation:

1. Understand your goals.
2. Understand your audience (the reader's time, skill expectations, professional expectation).
3. Asses your field.
4. Asses your strengths.
5. Asses the needs of employers



PLANNING THE RESUME

- Resume is one page (sometimes two_pages) document that summarizes your skills, experiences, and qualifications for a position in your field.



PLANNING THE RESUME

Information to include in a resume:

- Personal information: name, address, phone number.
- Educational information: degree, name of college, major, date of graduation.
- Work history: titles of jobs held, employing companies, dates of employments, duties, a career objective.
- Achievements: grade point average, awards and honors, special aptitudes and skills, achievements at work.



- The chronological resume
 - Traditionally, the information required on a resume has usually been arranged in chronological order, emphasizing job duties.
 - The chronological resume has the following sections:
 1. Personal data
 2. Career objective
 3. Summary (optional)
 4. Educational history
 5. Work history



- The functional resume

This kind of resume presents the application to the employer in the same way the employer looks at the applicant: in terms of relevant skills.

- The functional resume has these sections:

1. Personal data
2. Objective
3. Summary (optional)
4. Skills
5. Education
6. work



WRITING THE RESUME

- Drafting your resume includes generating, revising, and finishing it. Ask a knowledgeable person to review your drafts for wording and emphasis.
- The resume must be easy to read. Employers are looking for essential information, and they must be able to find it on the first reading.

