

4.3 Objective - Resume Review

Your resume is often the first impression made during a job search. Ensuring your resume is the best it can be might mean the difference in landing a job, and not even receiving an interview. Yes, it's that important.

Odds are you have already reviewed your own resume a few (dozen) times, but self-evaluation can only do so much. After all, it's not yourself you are attempting to persuade with your resume -- it's someone else. From this perspective, it only makes sense to have a fresh set of eyes look over and evaluate your resume. Perhaps even a few different reviews can pinpoint any and all deficiencies in your resume to fully maximize its potential.

Your objective, should you choose to accept it, is to follow the step – by – step instructions listed below, and fill out any questions. Once you have completed all five objectives of your mission, return this sheet, along with the other five objective sheets to CareerCenter@indianatech.edu. If you have any questions, you can contact HQ at CareerCenter@indianatech.edu or calling at 260-422-5561 ext. 2217. Deadline to complete your mission is January 25, 2021. God Speed!

1. Go to careercenter.indianatech.edu
2. Click Job Search Resources
3. Click on Resumes
4. Use the resources listed to improve your LinkedIn
(We recommend the Resume Self Review and Action Verb List)
5. Email us requesting a Resume Review at careercenter@indianatech.edu.
6. Once you have made the suggested changes, copy and paste your new resume below: