



HOW TO CREATE A RESUME THAT'S GRRRRREAT!

The first thing that you need to put on your resume is:
Your Name! Make it large and bold, center it, and use a plain font, nothing fancy. Like this:

WANDA THE GOOD WITCH

333 Hackensack Lane
Salem, Mass. 00001

Next, you should include an Objective, stating what kind of job that you are seeking. Like this:

| | |
|------------|---|
| Objective: | A position working with toads, bats, cauldrons and delicious little children who are lost in the woods. |
|------------|---|

Think about what you want to put for your objective. Don't be afraid to go back and change it as you develop your resume.

Next comes your **HIGHLIGHTS OF QUALIFICATIONS**.

This is a list of four things about you that make you the best candidate for the job. For example:

HIGHLIGHTS OF QUALIFICATIONS

- Ability to work more than one spell at a time
- Experienced broom rider
- More than 100 years of experience dealing with the public
- Skilled at dealing with werewolves, vampires, and creatures from the Black Lagoon.

Next comes your **RELEVANT WORK HISTORY**. Include any experience that you have that applies in ANY way to the job. Include any "transferable skills", which are skills that you have learned elsewhere that could be applied to the job you are applying for. Like this:

RELEVANT WORK HISTORY

- Worked for many years as a Sorcerer's apprentice
- Maintained and inventoried a large stock of powdered bat wings, unicorn hooves, and bags of twinkle powder.
- Responsible for the spell that caused everyone in North Salem to turn green for 24 hours.
- Decorated and festooned cave, 4 year winner of the "Most Revolting Cave of the Year" Award.

There!! Now you can do a chronological list of the places where you have worked or volunteered. Volunteer work is just as good as paid work if it has something to do with the job you are applying for. Like this:

EMPLOYMENT HISTORY

| | | |
|-----------|-----------------|------------------------|
| 1763-1843 | Head Apprentice | Mike's Sorcery Shop |
| 1843-1899 | Self Employed | Wanda's Shock Shoppe |
| 1899-1999 | Self Employed | Chief Scourge of Salem |

Last but not least, put your education. Like this:

EDUCATION

B.A. Witches Studies
Journeywitch

O.K!! Now you are done!! Save your resume on a disk and every time you apply for a job you can change it slightly and then use the "SAVE AS" command. This way you can have as many resumes as you want, without having to start over again every time.

WANDA THE GOOD WITCH

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RELEVANT WORK HISTORY

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- Maintained and inventoried a large stock of powdered bat wings, unicorn hooves, and bags of twinkle powder.
- Responsible for the spell that caused everyone in North Salem to turn green for 24 hours.
- Decorated and festooned a cave, 4 year winner of the "Most Revolting Cave of the Year" Award.

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