After reading this chapter, I was surprised to find out that some resume is more complicated and professionally than I expected before. Reading the guidelines opened my eyes to fact thathow to make more specialization resume in my career. These guideline will help me develop my resume by thinking about what is important.

Five takeaways

1. The job-searching cycle.

This article introduced the cycle in detail, and makes some examples. After illustrate it is easy to write and understand for ourselves. I have never met before, but I have to try.

2. There are two types of resumes, one is chronological approach, and another is functional approach.The first one chronological approach is focus on education and work experience; the second one isfunctional approach which fosse on your talents, abilities, skills, and accomplishments.

3. Five important elements in the designing the resume, which are balance, alignment, grouping, consistency and contrast. In this part, the article introduces the five important elements, and some element is use a sample to explain.

4. Learned how to writing effective application letters. After reading this part, I know how to correct writing a application. I have written before, I found that was wrong. We should write introduction, body discusses, and conclusion.

5. Learned how to creating a professional portfolio. The professional portfolio include resume, samples of written work, examples of presentations, descriptions and evidence of projects, diplomas and certificates, awards, and letters of reference. Professional portfolio is an important aspect of our career, but I never try before. But now, I think I can try.