**Writing Résumés and Cover Letters**

**Respond to the Résumé**

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| Name: |  | Date: |  |

Answer these questions about the reading.

1. What sections appear in this résumé? Why do you think they appear in the order that they do?
2. What pattern of organization does the writer use for each bulleted list? Does the writer use complete sentences? How does the writer keep elements parallel?
3. What is the difference between "Work Experience" and "Skills and Qualifications"?
4. The writer chooses clean, simple type rather than elaborate fonts and many colors. Why are these choices helpful?