**Resume Write Up**

**The purpose of writing a resume is to show your employer the skills and abilities you have accomplished over the years. It is basically a snap shot of what interests you want to emphasize. To create a resume you need to first write out all of your personal information like your address, phone number, email, etc. Then write a summary of your qualifications. And include all of your years of schooling. Also include any special skills you might have that could benefit the job you are applying for. And be sure to highlight anything important or something you want to stand out.**