

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## The 3 Fs of Resume Writing

### Class notes

*Directions: Summarize information discussed in class about each of the 3 Fs.*

Function:

Form:

(e)ffectiveness:

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### Sample resumes

*Directions: Review the sample resumes provided. Take notes describing each of the 3 Fs.*

#### Resume 1

Function:

Form:

(e)ffectiveness:

#### Resume 2

Function:

Form:

(e)ffectiveness: