

**Professional Correspondence****Resume**

A resume is a document commonly used in the hiring process. It includes information about a person's background and qualifications and should communicate the most important and relevant information about him/her to employers in a clear, easy-to-read format. The goal is to quickly communicate why he or she is uniquely qualified for the position based on his or her skills and experiences (Indeed, 2020).

The following are the common types of resumes (Doyle, 2019):

- ***Chronological*** – This is the most common resume type in which work experiences are listed in reverse chronological order, from the most to the least recent.
- ***Functional*** – This focuses on skills and abilities rather than work history.
- ***Combination*** – This type of resume lists the skills and experiences before the employment history.

How to structure a resume (Glassdoor, n.d.):

**Header and Contact Information:** At the top of the resume, always include a header containing your name. Your contact information (typically a phone number, personal email address, and sometimes links to social profiles or personal websites) should be included as well. After all, you don't want there to be any confusion over who the resume belongs to or make it difficult for recruiters or hiring managers to reach out to you. However, you may want to avoid putting your contact info in the header or footer of the document itself — the headers and footers can sometimes be overlooked by the software that scans your resume.

**Professional Summary:** The professional summary is a brief, one- to three-sentence section featured prominently on your resume that succinctly describes who you are, what you do, and why you're perfect for the job. In contrast with the largely out-of-date objective statement — a line that describes the type of career opportunity you're looking for — professional summaries aren't about what you want. Instead, they're focused on the value you could bring to a potential employer. It's worth noting that a professional summary isn't an absolute must-have — if your resume is missing one, it probably won't be a dealbreaker — but it can be a nice way to give time-pressed recruiters and hiring managers a quick, high-level overview of why you're the right person for the job.

**Skills:** Once relegated to the bottom of resumes as an afterthought, the skills section has become more and more important as recruiters and hiring managers increasingly look for candidates with specialized backgrounds. Rather than making the people reading your resume hunt through your bullet points to find your skills, it's best to list them clearly. If they see right away that you have the ability to get the job done, they're much more likely to take your resume seriously.

**Work Experience:** This critical section of a resume is where you detail your work history in a consistent and compelling format. The Work Experience section should include company names, locations, employment dates, roles, and titles you held and most importantly, bullet points containing action verbs and data points that detail the relevant accomplishments of each position. This portion is essential for recruiters and hiring managers, who look to absorb information about your career experiences and connect your skills to what they're looking for in a potential hire. Recruiters are often flooded with resume submissions and must carefully source and identify quality candidates in a crowded pack — so make sure your work experience stands out.

# Lesson 11 Handout 13

**Microsoft Official Academic Course**

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the Microsoft Official Academic Course text.

## Lesson 11 Handout 13:

*Teaching by Design in Elementary Mathematics, Grades K-1* Jennifer Stepanek, Melinda Leong, Linda Griffin, 2010-11-16  
Strengthen your mathematics lessons through collaborative planning Teaching by Design in Elementary Mathematics is a series of comprehensive professional development guides that help teachers investigate how students learn Grounded in the latest research this book is one of three volumes focused on grade appropriate number and operations topics aligned with the Common Core State Standards The capstone activity of each book guides the group through the co creation and implementation of a prototype lesson The teacher teams then evaluate the impact of the lesson on student learning and work together to revise it for maximum effectiveness Through the process teachers develop Deeper content knowledge of important mathematical concepts Improved understanding of how students learn these mathematical ideas A stronger foundation for developing effective lessons and improving instruction Enhanced collaboration skills Each volume includes a large assortment of reproducible handouts as well as built in facilitation notes Teachers will also find helpful resources that address the issue of finding time for school based professional development and teacher collaboration **Basic Skills, Geography** Mark D. Alexander, 1990 **Faultless Facilitation** Lois B. Hart, 1996 This instructors manual for the Faultless Facilitation program offers 48 in class learning activities and optional training designs to go with the best selling Faultless Facilitation Resource Guide The Instructor s Manual lays out exactly how to plan run and evaluate skill based training for inexperienced facilitators *Advanced Pre-Med Studies Parent Lesson Plan* ,2013-08-01 Advanced Pre Med Studies Course Description Semester 1 From surgery to vaccines man has made great strides in the field of medicine Quality of life has improved dramatically in the last few decades alone and the future is bright But students must not forget that God provided humans with minds and resources to bring about these advances A biblical perspective of healing and the use of medicine provides the best foundation for treating diseases and injury In Exploring the History of Medicine author John Hudson Tiner reveals the spectacular discoveries that started with men and women who used their abilities to better mankind and give glory to God The fascinating history of medicine comes alive in this book providing students with a healthy dose of facts mini biographies and vintage illustrations It seems that a new and more terrible disease is touted on the news almost daily The spread of these scary diseases from bird flu to SARS to AIDS is a cause for concern and leads to questions such as Where did all these germs come from and how do they fit into a biblical world view What kind of function did these microbes have before the Fall Does antibiotic resistance in bacteria prove evolution How can something so small have such a huge deadly impact on the world around us Professor Alan Gillen sheds light on these and many other questions in The Genesis of Germs He shows how these constantly mutating diseases are proof for devolution rather than evolution and how all of these germs fit into a biblical world view Dr Gillen shows how germs are symptomatic of the literal Fall and Curse of creation as a result of man s sin and the hope we have in the coming of Jesus Christ Semester 2 Body by Design defines the basic anatomy and

physiology in each of 11 body systems from a creationist viewpoint Every chapter explores the wonder beauty and creation of the human body giving evidence for creation while exposing faulty evolutionist reasoning Special explorations into each body system look closely at disease aspects current events and discoveries while profiling the classic and contemporary scientists and physicians who have made remarkable breakthroughs in studies of the different areas of the human body Within Building Blocks in Life Science you will discover exceptional insights and clarity to patterns of order in living things including the promise of healing and new birth in Christ Study numerous ways to refute the evolutionary worldview that life simply evolved by chance over millions of years The evolutionary worldview can be found filtered through every topic at every age level in our society It has become the overwhelmingly accepted paradigm for the origins of life as taught in all secular institutions This dynamic education resource helps young people not only learn science from a biblical perspective but also helps them know how to defend their faith in the process      *Math Phonics - Addition & Subtraction (eBook)* Marilyn B. Hein,2002-03-01 A specially designed program using rules patterns and memory techniques similar to those found in language arts to teach difficult math concepts to children This book contains 10 all new lesson plans including worksheets take home pages assessment pages and a variety of support materials to teach addition and subtraction      **The 1960s and the Vietnam War** ,2007 Involving students in real historical problems that convey powerful lessons about U S history these thought provoking activities combine core content with valuable practice in decision making critical thinking and understanding multiple perspectives O Reilly an experienced award winning teacher has students tackle fascinating historical questions that put students in the shoes of a range of people from the past from the rich and famous to ordinary citizens Each lesson can be done either as an in depth activity or as a quick motivator Detailed teacher pages give step by step instructions list key vocabulary terms offer troubleshooting tips present ideas for post activity discussions and furnish lists of related sources Reproducible student handouts clearly lay out the decision making scenarios provide outcomes and present related primary source readings and or images with analysis questions Page 4 of cover      **Exam 77-883 Microsoft PowerPoint 2010, with Microsoft Office 2010 Evaluation Software** Microsoft Official Academic Course,2011-10-11 The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Microsoft Office PowerPoint 2010 is built from the ground up around the MOS certification objectives making it a great way to learn all the workforce oriented tasks required for certification The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson as well as automated grading via OfficeGrader Furthermore the latest edition s use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader also helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics      *Chemistry (Teacher Guide)* Dr. Dennis Englin,2018-02-26 This

book was created to help teachers as they instruct students through the Master's Class Chemistry course by Master Books. The teacher is one who guides students through the subject matter, helps each student stay on schedule and be organized, and is their source of accountability along the way. With that in mind, this guide provides additional help through the laboratory exercises as well as lessons, quizzes, and examinations that are provided along with the answers. The lessons in this study emphasize working through procedures and problem solving by learning patterns. The vocabulary is kept at the essential level. Practice exercises are given with their answers so that the patterns can be used in problem solving. These lessons and laboratory exercises are the result of over 30 years of teaching home school high school students and then working with them as they proceed through college. Guided labs are provided to enhance instruction of weekly lessons. There are many principles and truths given to us in Scripture by the God that created the universe and all of the laws by which it functions. It is important to see the hand of God and His principles and wisdom as it plays out in chemistry. This course integrates what God has told us in the context of this study.

**Features** Each suggested weekly schedule has five easy-to-manage lessons that combine reading and worksheets. Worksheets, quizzes, and tests are perforated, and three-hole punched materials are easy to tear out, hand out, grade, and store. Adjust the schedule and materials needed to best work within your educational program. Space is given for assignments, dates. There is flexibility in scheduling. Adapt the days to your school schedule.

**Workflow** Students will read the pages in their book and then complete each section of the teacher guide. They should be encouraged to complete as many of the activities and projects as possible, as well. Tests are given at regular intervals with space to record each grade.

**About the Author** DR DENNIS ENGLIN earned his bachelor's from Westmont College, his master of science from California State University, and his EdD from the University of Southern California. He enjoys teaching animal biology, vertebrate biology, wildlife biology, organismic biology, and astronomy at The Master's University. His professional memberships include the Creation Research Society, the American Fisheries Association, Southern California Academy of Sciences, Yellowstone Association, and Au Sable Institute of Environmental Studies.

**The Consumer's Choice, Lean Meat**, 1990 This program manual incorporates research-based information currently available on lean meats. The materials were written to accommodate individuals in various age and economic groups and with varying knowledge levels concerning meats. The modules include topics on livestock industry, meat nutrition, and your health, making sense of meat purchases, preparation of today's lean meat, and meat as a convenience bill of fare. Each module contains an overview of the current topic, possible target audiences for that module, list of supplementary materials, resources, and references. Each unit may be taught alone or in a series.

**Psychotherapy for Children with Bipolar and Depressive Disorders** Mary A. Fristad, Jill S. Goldberg, Arnold, Jarrod M. Leffler, 2011-06-10 Packed with ready-to-use clinical tools, this book presents the first evidence-based psychological treatment for school-age children with bipolar disorder or depression. Leading clinician researcher Mary Fristad and her colleagues show how to integrate psychoeducational strategies with cognitive behavioral and family therapy.

techniques They provide nuts and bolts information for implementing the approach with individual families or groups Kids learn to identify and manage mood states while parents learn essential skills for problem solving crisis management improving family functioning and collaborating with schools and mental health systems In a large size format with lay flat binding for easy photocopying the book features nearly 100 reproducible handouts and children s activities *The Gilded Age* ,2007 Involving students in real historical problems that convey powerful lessons about U S history these thought provoking activities combine core content with valuable practice in decision making critical thinking and understanding multiple perspectives O Reilly an experienced award winning teacher has students tackle fascinating historical questions that put students in the shoes of a range of people from the past from the rich and famous to ordinary citizens Each lesson can be done either as an in depth activity or as a quick motivator Detailed teacher pages give step by step instructions list key vocabulary terms offer troubleshooting tips present ideas for post activity discussions and furnish lists of related sources Reproducible student handouts clearly lay out the decision making scenarios provide outcomes and present related primary source readings and or images with analysis questions Page 4 of cover **Volunteer Assistor's Guide** ,1987

Facilitator's Guide to More Inclusion Strategies That Work! Toby J. Karten,2008-03-12 Lead workshops to help teachers connect best inclusive practices with standards Based on the best selling book More Inclusion Strategies That Work this facilitator s guide offers techniques for maximizing the strengths of all students in inclusive classrooms while meeting curriculum standards for all learners Staff developers and workshop leaders will find specific tools to facilitate book study groups seminars and professional development events that increase teachers skills in using inclusion strategies on a daily basis to instruct students at differing cognitive sensory physical behavioral emotional and social levels This easy to use guidebook offers step by step instructions for leading focused discussions on Applying inclusive strategies across the curriculum Using assessments that are sensitive to differences in students abilities Varying the complexity and pace of lessons while achieving learning objectives Maintaining sound educational principles The chapter by chapter study guide features Workshop activities Discussion questions Suggestions for practical applications Chapter summaries Handouts and overheads Resources for extending learning Sample agendas for half day one day and two day workshops A workshop evaluation form The Facilitator s Guide to More Inclusion Strategies That Work is ideal for staff developers or anyone leading professional training for groups of any size pairs small workshops or large seminars **The Award in Education and Training** Ann Gravells,2025-03-07 The Award in Education and Training is an introductory teaching qualification for anyone who is currently teaching or who would like to find out what it s like to teach The second edition of this 1 bestselling textbook is easy to read for anyone new to teaching introduces teaching principles and practices covers important topics such as artificial intelligence sustainability and neurodiversity includes helpful hints and examples of documents used for teaching features practical activities to help learners work towards the qualification and or their job role is a key text for anyone

working towards the Award or Certificate in Education and Training is cross referenced to the 2024 Learning and Skills Teacher Occupational Standards It also includes additional content for the Certificate in Education and Training to support those learners working towards it With over 1000 five star ratings for its first edition this is still the book you love updated Ann Gravells has been teaching in the FE and skills sector since 1983 She is an experienced teacher educator and bestselling well respected author Ann holds a Masters in Educational Management a PGCE a Degree in Education and a Medal of Excellence for teaching She is a Fellow of the Society for Education and Training and holds QTLS status Rhoades To Reading Fourth Edition, Level III Student Workbook Jacqueline Rhoades, 2004 Reading Program designed for students grade 5 adult Instructional level 2 6 4 5 Includes consumable activity sheets and stories contained in the Level II Teaching Guide

**Treating Eating Disorders in Adolescents** Tara L. Deliberto, Dina Hirsch, 2019-08-01 Two leading experts in eating disorders offer a comprehensive evidence based program for treating adolescents with anorexia nervosa bulimia nervosa and binge eating with a focus on behavioral interventions This groundbreaking professional guide utilizes an integrative approach drawing on Maudsley family based treatment FBT cognitive behavioral therapy CBT acceptance and commitment therapy ACT compassion focused therapy CFT exposure therapy and appetite awareness training This fully customizable approach meets the patient where they are emotionally and cognitively throughout the process of recovery **Teaching Challenging Texts** Lawrence Baines, Jane Fisher, 2013-06-27 Teaching Challenging Texts shows how to increase reading comprehension and enhance student engagement even with the most challenging texts Every chapter features ready to use research based lessons replete with explicit instructions handouts Common Core correlations and assessments Exploring the Future features fiction by George Orwell Suzanne Collins and William Golding nonfiction by Philip Zimbardo Stephen Pinker Abraham Lincoln Jared Diamond Dan Ariely and Ray Kurzweil images from several films an old television commercial and classical and contemporary music Understanding the Power of One features fiction by Victor Hugo and Lori Halse Anderson nonfiction by Phillis Wheatley Sojourner Truth and Edith Hamilton a young adult book on archaeology an animated film from Walt Disney and an episode from Saturday Night Live An extensive list of free resources and correlations to the Common Core allow teachers to teach on the cheap Teaching Difficult Texts brims with relevant and robust lessons for a new generation

*Guitar Expressions Teacher Edition, Vol 1*, 2006-06 Volume 1 of this 2 volume set contains 54 complete lesson plans for the first 18 units of Guitar Expressions Each lesson includes a Lesson Snapshot Instructional Overview a complete step by step lesson plan with embedded assessments The book also includes reproducible student worksheets assessments forms and student progress record CDs containing complete instruction demonstration play along and additional listening tracks Educators will be pleased to also find Bloom's Taxonomy Correlation Assessment Overviews and Core Thinking Overviews Plus interactive Guitar Guru technology embedded on the included CD ROM included in V 2 allows students to use their computers to view animated fretboard displays of selected songs Microsoft Excel 2019 Training Manual Classroom in a

Book TeachUcomp ,2019-08-01 Complete classroom training manual for Microsoft Excel 2019 453 pages and 212 individual topics Includes practice exercises and keyboard shortcuts You will learn how to create spreadsheets and advanced formulas format and manipulate spreadsheet layout sharing and auditing workbooks create charts maps macros and much more

Topics Covered Getting Acquainted with Excel 1 About Excel 2 The Excel Environment 3 The Title Bar 4 The Ribbon 5 The File Tab and Backstage View 6 Scroll Bars 7 The Quick Access Toolbar 8 Touch Mode 9 The Formula Bar 10 The Workbook Window 11 The Status Bar 12 The Workbook View Buttons 13 The Zoom Slider 14 The Mini Toolbar 15 Keyboard Shortcuts

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**Cognitive Processing Therapy for PTSD** Patricia A. Resick, Candice M. Monson, Kathleen M. Chard, 2024-03-06 The authoritative presentation of cognitive processing therapy CPT for posttraumatic stress disorder PTSD is now in a revised and updated second edition with an easier to use format and a new chapter on conceptualizing treatment From CPT's developers the manual includes session by session implementation guidelines and

extensive sample dialogues Shaded index tabs in the margins help clinicians quickly navigate to each session The authors explain the theoretical and empirical underpinnings of CPT and discuss ways to work effectively with specific populations such as combat veterans sexual assault survivors and culturally diverse and LGBTQIA clients Forty eight reproducible handouts can be photocopied from the large size book or downloaded from the companion webpage New to This Edition Each session now has its own chapter printed with shaded tabs for easy reference Reflects a wealth of new treatment research conceptual refinements and feedback from trainings of thousands of clinicians Chapter on cognitive case conceptualization Discusses additional treatment variations telehealth intensive CPT and client populations first responders CPT is endorsed as a best practice for the treatment of PTSD by the U S Departments of Veterans Affairs and Defense the International Society for Traumatic Stress Studies and the U K National Institute for Health and Care Excellence NICE See also Getting Unstuck from PTSD by Patricia A Resick Shannon Wiltsey Stirman and Stefanie T LoSavio which presents CPT in a guided self help format for trauma survivors

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### **Lesson 11 Handout 13 Introduction**

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