

A. Kinds of Resumes

- Chronological Format
- Functional Format
- Combination Format
- Electronic Resumes
- Video Resume

B. What to Include in your Resume

- Personal Information
- Objective/Summary Section
- Employment History
- Education
- Honors, Awards, Certifications
- Affiliations
- Skills
- References

C. Presentation and Design

- Design, Colors
- Overall Tips and Warnings
- Sending Resumes Electronically

D. What to Include in your Cover Letter

- What is a Cover Letter - 5 Basic Types
- General Components
 - Paragraph Format
 - Bullet Format
- Mistakes to Avoid
- Electronic Cover Letters

E. Other Promotional Material

- Business Cards
- Postcards
- Brochures