PDF

Interviewing is how you might state your skill, education or achievement during an interview. Resume Writing is a suggested way to present the same statement in your resume, without writing I or my.

Interviewing: I am very experienced at programming in C and Java. Resume Writing: Highly experienced programming C and Java

Interviewing: I have worked on micro, mini and mainframe computers. Resume Writing: Computer platform experience includes micro, mini and mainframe Interviewing: I know Microsoft Word, PowerPoint, and Excel very well. Resume Writing: Proficient in Microsoft Word, PowerPoint, Excel

Interviewing: I have often worked with UNIX and Windows NT. Resume Writing: Solid working knowledge of UNIX and Windows NT Interviewing: My GPA was 3.5 and I graduated with honors. Resume Writing: 3.5 GPA. Graduated with honors

Interviewing: I have researched and written online help and user manuals. Resume Writing: Developed online help and user manuals Interviewing: Launching new products was an important part of my job. Resume Writing: Instrumental in launching new products Interviewing: I easily understand technical matters. Resume Writing:

Demonstrated ability to grasp technical matters

Interviewing: My staff performed well under my supervision and I always made budget. Resume Writing: Successfully managed staff and resources within budget Interviewing: I received a research grant for $100,000. Resume Writing: Awarded $100,000 research grant

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