# Sample Essay Style Questions SAMPLE 1

#### Sample 1

Hello, Friend! How have you been? I heard you wanted to apply for a job but are worried about limited work experience, below I prepared a summary of the different types of resumes you could use, including their strengths and weaknesses.

Firstly, I strongly recommend you create a strong, professional, online presence that employers could visit before the hiring process begins. The first option is LinkedIn. This website can be used to display your work history, strengths, weaknesses and contact information. I recommend you upload a photo of yourself in a professional environment to begin on the right foot. Secondly, I would recommend creating a business-specific Facebook and Twitter page that is separate from your personal accounts. These accounts can be used to comment and share engaging and relevant material connected to industries you would like to work in. They can also be used to spark interesting conversations related to the same industry. Once your online, professional presence is established, you can begin the process of creating you resume.

The most important thing to know before you begin is to be very aware of the language you are using. Many companies' HR representative are looking for key words that stand out. They do not read your resume, only skim it, begin your sentences with verbs to cut right to the point. This would be a technique used in a standard resume. A few other tips before you begin is to always tell the truth; update your resume as much as possible to stay up-to-date; create a couple versions such as PDF, a scannable version, paper and electronic version; fine-tune your resume for each job you are applying to; avoid gimmicks.

The first option available to you is the chronological resume. This resume is organized into conventional categories that recruiters can review quickly. These categories break down into "Objective", "Education", "Work Experience", "Special Skills", "Honours and Activities", and "References". This option works well if you have work experience and can show career growth over time.

The second option is a functional resume. The functional resume works well if you have limited work experience, but you have achieved certain goals in the related field. This resume does not emphasize education or work experience only significant accomplishments thus far. Your

# **Sample Essay Exam Questions**

**David Chitate** 

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