

## **Need a Resume? HR Now Provides a Sample and Template**

- [Click here to access resume sample and template.](#)

By JEANNETTE BELL

(March 27, 2002) Have you ever wanted to prepare a resume and didn't know where to start? Or how to format it, or even what information your resume should include?

Then, you suddenly realize that the position you planned to apply for closes that very day, and you haven't had a chance to update your resume. As a result, you hurriedly add a few lines about your latest position and think, "This should be enough."

Well, that's no longer necessary. MTA Human Resources is providing a resume sample and has developed a resume template to assist you with preparing your resume.

You can access the resume sample and template on HR's Intranet pages by clicking on the Employment Opportunities link and then on the "Resume" link in the upper right-hand corner.

HR provides instructions on how to prepare a resume that will include all of the essential information they will need to thoroughly review and evaluate your resume. You will also have the opportunity to review a resume sample and to use the resume sample as a template to create your own resume.

We hope that this new addition to HR's Employment Opportunities Page will be of great assistance to you as you apply for positions in the future.

[Back to Bulletin Board](#)