

Resume Assignment

Introduction: Resumes are probably one of, if not *the*, hardest document you will ever write. I think this is because we are not usually trained to think about what we do well; we often focus on what we don't do well. Resumes are also difficult to write because we have to persuade others to "buy" us. Between the difficulty of persuasive writing and focusing on ourselves in a way we aren't used to, it's no wonder that people turn to professionals to write their resumes. But, don't do this! The only person who can sell you is you!

Goal: for you to write a new resume focused on the job opening for which you wrote your cover letter. This means that while you may have a resume from another job, this one needs to focus specifically on the job or internship you worked with for the previous assignment.

Details: don't use a pre-formatted resume template like the ones offered in Microsoft Word because so many other people use them that your resume won't stand out from the crowd.

Make sure you include:

- Your name, address, professional sounding email, phone number
- Major (or degree if you already have one), expected graduation date
- Course work relevant to the opportunity (if that applies)
- Name of institution (spelled out), location, dates
- *Relevance* of any study abroad, internships, research, honors, or awards if you list them
- Previous work experience should include name of company, position title, dates, location

Organization: choose one of the following organizations: reverse chronological, functional, or combination. Make sure you are making the choice for a specific reason that you could articulate if asked to do so and that you are consistent about it. Make sure your headings are clear, reflect the content that follows, and are targeted toward the specific opportunity.

Attach: your resume as a word doc or a pdf

Grading: the assignment is worth 115 points. See the rubric following the assignment for grading details

Format: remember the types of things we talked about with document design regarding headings, font, and white space. You want this to be easily readable and searchable (imagine that the hiring manager has read a pile of resumes and wants to go back through them to find someone who has x

experience or y skills—make it easy to find!). Also keep in mind starting your bullets with parallel action verbs; they should be concise, direct, and focus on the impact or relevance to the position you are seeking

Resources: MCC’s Career Services has resources available online that you can consult.

The following rubric will be used to grade your assignment:

	Excellent	Average	Approaching Average	Failing
Format and Structure	-chosen layout is visually appealing, demonstrating sophisticated understanding of document design elements - precise placement of headings, font, and content -font and size are appropriate and readable -organization pattern choice is logical, purposeful, and consistent	-chosen layout is visually appealing, demonstrating clear understanding of document design elements - compelling placement of headings, font, and content -font and size are appropriate and readable -organization pattern choice is logical	-chosen layout is obvious and/or basic, likely using a template, may be empty or overcrowded - simple placement of headings, font, and content -font and size are too big or too small; chosen font may be unreadable --organization pattern is confusing or inconsistent	-demonstrates a lack of understanding of design elements -no clear use of headings, font, and content -organization prevents understanding
Content	-includes all relevant details, demonstrating sophisticated understanding of the assignment -expertly targeted toward specific job/internship/opportunity -expresses all information expertly -work has no evident imperfections	- includes all relevant details though may not be expressed as clearly as excellent example - targeted toward specific job/internship/opportunity -may have slight imperfections but not immediately obvious	- details are irrelevant, missing, or confusing - not targeted toward specific job/internship/opportunity - imperfections that create minor distractions	-missing significant content -imperfections are noticeable and distracting

Language	-uses professional and formal language throughout -demonstrates control of the conventions with no errors	-uses professional and formal language throughout -demonstrates basic control exhibiting occasional errors that do not hinder comprehension	-language is informal or inappropriate -demonstrates emerging control, exhibiting frequent errors that make comprehension difficult or indicate a lack of understanding of conventions of grammar	-language is informal or inappropriate -demonstrates minimal or no control of conventions
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