**Resume Assignment**

A resume is a one page document that summarizes your education, employment history, skills and experiences that are relevant to your qualifications for a particular job. It should be as concise as possible, so it can be skimmed through quickly. The resume acts much like an advertisement for a company trying to sell something. You are trying to sell yourself! You should tailor your resume to fit the needs and expectations of each job position & company you are applying for. You MUST spend a great deal of time creating, proofreading, editing and **perfecting** your resume. A resume is one of the most important writings you will ever create. Employers typically will look at your resume less than 30 seconds, so first impressions are everything! **A RESUME IS A REQUIREMENT OF THE COURSE, IF YOU DO NOT DO ONE, YOU WILL NOT PASS ENGLISH 12 FOR THIS SEMESTER.**

**Assignment:**

Your assignment is to write a **PERFECT** resume with the following categories(in order)in it:

1. **Heading:** Your essential personal information: full proper name, address, phone number and email address (this should look to be a professional email address). You want to make your name **standout** above everything else on the paper, so all caps & bold for your name is a must. Start with 12-point font for this section.

2. **Objective or Career Objective:** This is a one sentence explanation of the type of job you are seeking. Your objective needs to be specific. When you apply for different jobs, you need to change the objective to match each job. Employers often say this is the most important part of the resume.

Ex: To obtain a position that will utilize my strong organizational skills, educational background, and ability to work well with people.

3. **Education:** You should include the name of the school, city, state and zip code as well as when you will graduate or graduation date.High school students should not include middle school information because it is assumed you have completed middle school to be in high school. Also include college information if you received credits while in high school. As a college student you should include your major and minor.

Ex: Will graduate in May 2016 from Iron Mountain High School, Iron Mountain, MI 49801.

- Can include …while completing a college preparatory curriculum. And… while being dual enrolled.

4. **Experience or Work Experience:** In this section you should include previous employers, their locations, your dates of employment, and your job title. This can also include volunteer experience. Start with the most recent & work backwards. At this point in your lives, you do not need to list out your job duties, however, later in life you should.

6. **Achievements: (**Honors or Relevant Courses)You can include any special honors or achievements you have received or courses that may be relevant to the job applying for.

5. **Activities & Interests:** Employers like to see people who have been involved in school or community activities. In this section, list special activities you participated in and organizations you joined. Include the years you participated. **Interests:** Some people like to include interests that may be relevant to the job applying for, usually used if you can fit it on your resume.

6. Other Headings: **Skills:** Some people like to include special skills or talents that are not included elsewhere on the resume but may be relevant to the employer. You may use this category if you can fit it on your one page resume.

7. **References:** For our purposes, your references will be listed on the bottom of your resume. You do not have enough information at this point in your lives to justify putting them on another sheet. However, it is common practice to put “Available Upon Request” under this heading. In that case, you would bring a copy of your printed reference sheet with you to the interview in case needed. Again, these are people who you know either professionally, non-professionally or educationally who would give you a positive reference.

**Resume Set-Up**

The importance of the format of your resume lies in its consistency. The looks of your resume matter. Always use professional (watermark) weight paper with black ink. Always have a “QUALITY” copy with clear printing.

**Categories or Headings:** Your resume should be set up into distinct categories. The **bold** words above are typical headings, but there are variations. It is common to use all capital letters for the headings. These words should standout with either bold face text or larger fonts (12 point). You need to make each heading easy to find for the employers.

**Order:** Your headings need to be coherently ordered (like above). Use a **chronological format:** it follows your work history backward from your current job.

**Resume Tips**

1. Make sure your resume is PERFECT! One grammar or spelling error and the employer will stop reading. Ask several people to proof read your resume.

2. Set one-inch margins all around. Leave blank lines in between sections to make it easier to read (Be consistent, if you put a space before/after one heading, then you must do the rest of the headings). Use 11 or 10 point font for everything but headings and avoid overuse of bold, italics and underlining. You need to vertically center as well, but don’t use this feature on the computer….it does not work properly. I will show you the fold test when ready. Make it only **one** page!

3. Since you don’t have a lot of work experience, you need to highlight your accomplishments in and out of the classroom.

4. Sell yourself! Create a good first impression by highlighting skills and abilities appropriate to the position.

5. Tell the truth and nothing but the truth!

6. Choose your words carefully. You need to sound confident and positive but not arrogant or aggressive. Do not use “I”.

7. DO NOT USE A RESUME TEMPLATE. I WILL NOT HELP YOU FORMAT A TEMPLATE.

8. Fill ALL the white space on your resume.

**\*\* I will look at your resume up to 10 times for “free”, however, when I find ONE error I will give it back to you. I will not find all of your errors every time you turn it in. At this point, you need to go back through the entire resume, not just the one error. After the 10th time, I will start to deduct 2 points from your grade, each time I look at it. Do NOT hand it in 10 times in the last week, I might not have time to look at it.**

**Final Perfect Resume Due: March 9, 2017**

**Watermark Copy of Resume Due: March 14, 2017**