

### Assignment 3

1. **Draft your personal resume and effectively demonstrate your achievements in different fields for professional reasons. [CLO 2] 10 marks**
2. **Display the internationally accepted formats and styles of document presentation. [CLO 4] 5 marks**

Draft your resume and include the following:

1. Heading
2. Objective
3. Education
4. Skills
5. Projects
6. Experience
7. References

#### Instructions:

1. This assignment is an individual activity.
2. The above mentioned sections must be included in the resume.
3. If you want to create more categories or sections in the document, you can.
4. Follow the deadline.
5. PLAGIARISM will not be tolerated at all. Threshold for plagiarism is 10 percent.
6. **In case you could not submit the assignment on time**, the assignment will be graded as minus 1 per day from over all assignment marks.
7. Submit assignment both in hard copy and on Google Classroom.

#### Rubrics for Assignment Marking

Professional format (Font, Size, and categorization)	5
Use of active verbs for skills and experience	4
Details for important projects	3
Presentation of information in every section (Detail and style)	3
<b>Total Marks</b>	<b>15</b>