

## Career Services Assignment 7 – Resume

Points possible: 50

Category	Criteria	% of Grade
Completeness	All requirements of the assignment are complete.	50
Quality	Resume shows thought, proper grammar, and is well written.	50

**Instructions:** Refer to the *Resume Checklist* and *Creating a Resume That Stands Out* resources in your career services module. Create a nice, clean resume. Create accounts on sites like CareerBuilder, Monster, Indeed, and Glassdoor. Upload your resume to these sites and make your resume public. Turn in your resume in addition to this document. Answer the questions below.

What are the URLs to your profile on the sites you uploaded your resume to?

<https://www.indeed.com/>

<https://www.monster.com/>

<https://www.usajobs.gov/> (Federal)

What did you learn about resume writing?

Deciding what points are a need to be there and should be there, do not need to be there can be tricky and change depending on the job/position. It should be catchy but not gaudy/excessive. Highlight your talents and what you can bring to a team. Another thing I learned is changing the format. My resume originally highlighted my experience in my previous field first. As I am shifting careers, my time in the field shouldn't be the star but support for my work ethics and base knowledge. My education needs to be up front so potential employers know I'm not just trying to change fields blindly but I am doing what I can to learn the new field as I go.