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|  | **Course Code:**  **Course Title: Assignment:**  **Deliverables:**  **Points:**  **Deadline:** | COMM 3590  Professional & Business Communication  Résumé Writing  Word Doc (1 page)  50pts  2 November 2021 |

**INSTRUCTIONS**

Write a one-page Résumé to apply for the position in the previous job advertisement (in AS6).

Highlight your education and work history. Entries should be relevant, concise and clear.

Each work experience entry must begin with a verb and ordered in reverse chronology. When describing previous experience, use past tense; and when describing current experience, use present tense.

Be specific, and where possible, put a value to your achievements.

In the resume, you need to include your career objective and a**t least 2** working experiences.

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| **Logo  Description automatically generated** | **Course Code:**  **Course Title: Assignment:**  **Name:**  **Programme:**  **Job Position:**  **(URL)** | COMM 3590  Professional & Business Communication  Résumé Writing |

**Grading Rubrics:**

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|  | **Novice** | **Competent** | **Proficient** |  |
| **Career Objective** | 4-8 | 9-12 | 13-15 |  |
| Career Objective does not highlight learner’s training; experience and desire to work with the company. | Career Objective has not adequately highlighted learner’s training; experience and desire to work with the company. | Career Objective effectively highlights learner’s training; experience and desire to work with the company. |
| **Body** | 7-11 | 12-16 | 17-20 |  |
| Entries are not relevant, concise and clear.  Each work experience does not begin with an appropriate verb.  Entries are not tied to an understanding of the job vacancy and are not listed in order of significance.  Reverse chronology not used. | Entries are not always relevant, concise and clear.  Work experience does not always begin with an action verb.  Entries not always tied to an understanding of the job vacancy or listed in order of significance.  Reverse chronology used inconsistently. | Entries are relevant, concise and clear.  Action verbs begin each work experience entry.  Entries are tied to an understanding of the job vacancy and are listed in order of significance.  Reverse chronology used. |
| **Formatting** | 4-8 | 9-12 | 13-15 |  |
| Formatting is not clean (insufficient white space/page is cluttered)  , simple (fancy fonts and designs have been used) or fit for purpose.  More than one page has been used. | Formatting is sometimes clean (some areas of the page is cluttered), simple (fancy fonts and designs have not entirely been avoided) and fit for purpose. Only one page has been used. | Formatting is clean (there is sufficient white space/page is not cluttered), simple (fancy fonts and designs have been avoided) and fit for purpose.  Only one page has been used. |