



Resume (First Draft)

Make a 1-page resume for your ideal job. You may use any of the examples from class for inspiration (not to copy) or design your own resume. Resume may include real jobs you've had. It may also include fictional jobs you would that may help you get the ideal job you want.

Requirements

- Presentation must be made using MS Word and saved a MS Word file.
- Paper size should be A4.
- Resume should only be 1 page.
- While there is no minimum word requirement, if you have more than 400-500 words, you probably have too much information.

What to include...

1. Name, address, phone, e-mail (you may use fake information if you wish)
2. Professional profile summary (2-4 sentences)
3. Work experience
 - a. Company name
 - b. Location
 - c. Job title
 - d. Job description and responsibilities
 - e. Achievements (if any)
4. Education
 - a. School name
 - b. Location
 - c. Degree
5. Skills (should be relevant to job)
6. Certifications (should be relevant to job)
7. Hobbies (optional)
8. Achievements (optional)

Tips

- 1) Be concise.
- 2) Resume should be easy-to-read visually.
- 3) Use only 1-2 font types.
- 4) Headings, job titles, etc. should be bold.
- 5) Use lots of action verbs.
- 6) Use bullet points.
- 7) PROOFREAD!!!!!!!!!!
- 8) Be creative!

Grading

- The first draft will be ungraded.
- **Late first draft resumes may not receive feedback.**