

# Writing Assignment #5

## Resume with Summary of PARC Principles

### Summary of assignment

- **Task:** You will follow the guidelines given through the various tools from UMGC's Career Services and write a polished resume for a specific job posting in your field. You will also write a summary of how you applied the PARC (proximity, alignment, repetition, and contrast) principles in your resume.
- **Length:** For the resume, there is no minimum or maximum word count. You will follow the advice from Career Services on the length of your resume. Your summary, complete with screen captures, of how you applied the PARC principles should be 150-250 words.
- **How to Submit your Documents:** Please **submit this assignment in one document**. Your document should include the following items in the following order:
  - **Job posting and description** (this should be copied and pasted from the source that contained the job posting and description)
  - **Your cover letter**
  - **Your resume**
  - **Your summary of how you applied PARC**

Again, these should not be submitted as multiple documents. They should be submitted as one document.

*Please continue to the next page.*

## Steps to Take in Completing this Assignment

- Locate a job posting in your field. Helpful resources in finding a job posting include the following UMGC Career Services pages:
  - [Job Search Websites](#).
  - [Federal Job Search page](#)
- Submit the following to the **Assignment** folder *in one document*:
  - the job posting copied and pasted from the website.  
*Copying and pasting the job posting will make sure your instructor sees the posting even if the link to the posting expires.*
  - the cover letter
  - the resume
  - a summary, **complete with screen captures**, of how you applied the PARC principles in the resume. This summary should be 150-250 words.

**In your screen captures**, follow these guidelines:

- For proximity, show at least three areas of the resume that demonstrate this concept.
- For alignment, show at least two areas of the resume that demonstrate this concept.
- For repetition, show at least three areas of the resume that demonstrate this concept.
- For contrast, show at least three areas of the resume that demonstrate this concept.

## Due Date:


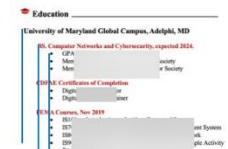


Your instructor will notify you of the due date. You will write a first draft, your instructor will comment on the first draft and post a grade to the first draft. **The highest grade you can get on this assignment if you post only one draft is 89.5%.**

You can submit a second draft using the professor's comments as your guide. **Submitting a second draft gives you the opportunity to earn the remaining 10.5% of the grade.**

## Sample of how to present the PARC analysis

The following screen capture shows a sample of a student's explanation of how the PARC principles were applied in her resume. In this sample, some sections of the analysis have been blurred out.

### PARC Summary

<p><b>Proximity</b> was applied with the use of spatial relationship to separate or unite items. Small spaces separate the three different parts within the Education topic such as Bachelor's degree, certificates and FEMA courses. The big white spaces separate different topics from one another such as Education, Experience, and Work History.</p>	 <p>CBFAE Certificate of Completion</p> <ul style="list-style-type: none"><li>Digital Forensics Examiner</li></ul> <p>FEMA Courses, Nov 2019</p> <ul style="list-style-type: none"><li>IS171</li><li>IS172</li><li>IS173</li><li>IS174</li><li>IS175</li></ul> <p>Experience</p>
<p><b>Alignment</b> was applied to intentionally arrange the text into a pattern. The resume is left-aligned creating an invisible line. For example, in the Education topic, the university name is all the way to the left, then the bachelors' degree is not as far to the left, and lastly the bullet points are a little more towards the center of the page. All three alignments create a different invisible margin which creates a pattern and makes the resume more organized.</p>	 <p>Education</p> <p>University of Maryland Global Campus, Adelphi, MD</p> <p>BS, Computer Networks and Cybersecurity, expected 2024</p> <ul style="list-style-type: none"><li>GPA: 3.5</li><li>Minor: Cybersecurity</li><li>Major: Computer Science</li></ul> <p>CBFAE Certificate of Completion</p> <ul style="list-style-type: none"><li>Digital Forensics Examiner</li></ul> <p>FEMA Courses, Nov 2019</p> <ul style="list-style-type: none"><li>IS171</li><li>IS172</li><li>IS173</li><li>IS174</li><li>IS175</li></ul>
<p><b>Repetition</b> in color was applied to achieve resume uniformity. For example, the same three colors: red, white, and black are used repeatedly in the entire resume. Red is in the graphics, icons, fonts, and is part of the page color. In addition, the red color blends nicely with the white and black making the resume stand out from the standard black and white resumes.</p>	 <p>AS</p> <p>Any Student</p> <p>Education</p> <p>University of Maryland Global Campus, Adelphi, MD</p> <p>BS, Computer Networks and Cybersecurity, expected 2024</p> <ul style="list-style-type: none"><li>GPA: 3.5</li><li>Minor: Cybersecurity</li><li>Major: Computer Science</li></ul> <p>CBFAE Certificate of Completion</p> <ul style="list-style-type: none"><li>Digital Forensics Examiner</li></ul> <p>FEMA Courses, Nov 2019</p> <ul style="list-style-type: none"><li>IS171</li><li>IS172</li><li>IS173</li><li>IS174</li><li>IS175</li></ul>
<p><b>Contrast</b> was applied in the font to separate elements from each other while making it visually pleasant. For example, the topics have a bigger font size and boldness which makes them stand out from the rest of text. The color red also makes the white font stand out on the left side of the resume. Another example of contrast is</p>	 <p>Work History</p> <p>Company Name</p> <p>1 - 12/2017</p> <p>2013</p> <p>Languages</p> <ul style="list-style-type: none"><li>English - Fluent</li></ul>

the color red separating different subtitles of Education such as the bachelor of science, certificates, and FEMA courses.

BS, Computer Networks and Cybersecurity, expected 2024
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Minor: Cybersecurity
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CBFAE Certificate of Completion
Digital Forensics Examiner
FEMA Courses, Nov 2019
IS171
IS172
IS173
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