

RESUME ASSIGNMENT

**** IMPORTANT INSTRUCTIONS FOR ASSIGNMENT SUBMISSION****

- Create a professional resume applying to the program related position posted on D2L
- Resume must be current, up-to-date & representative of your current Lambton College program status & skills
- Spelling/Grammar mistakes are not acceptable, marks may be deducted for mistakes

<i>Include this assignment sheet with your submission as well as a printed copy of the job posting you applied to with your assignment</i>		
FORMAT – refer to format covered in class	3	
CONTENT – professional, industry terms, no use of acronyms, bullet/point form	2	
TARGETED – Specific position requirements related to the posting on D2L, program related skills, transferable skills highlighted	3	
OVERALL APPEARANCE/MARKETABILITY – Why Should I Hire You?	2	
Deductions – spelling/grammar, not up to date, late		
TOTAL	10	

Excellent:	9-10
Good:	7-8
Satisfactory:	5-6
Needs Improvement:	below 5

RESUME CHECK LIST

HEADING:

- Appearance
- Name stands out
- Complete address
- Phone #
- Appropriate e-mail address
- Line, border or box for visual appeal

EDUCATION:

- Proper program name in bold
- Program name before College name
- Dates – year – present
- Previous education represented appropriately
- Reverse chronological order
- Proper school name, city, and province
- Proper location on first page

QUALIFICATIONS/SKILLS:

- Bullets
- Proof statements for transferable skills
- Program technical skills acquired
- Located on page 1 before experience
- Specific computer skills
- Additional skills or certificates, dates and provider included
- Prioritized
- Strong sell

EXPERIENCE:

- Job title in bold listed before company (consistent with education format)
- Dates
- Bullets
- Relevance to your program
- Proper company name
- Accomplishment statements
- College level appropriate
- Transferable skills
- Use of action verbs
- Appropriate past/present tense
- Reverse chronological order
- Point form using sentence fragments (not single words, no periods)
- Expanded job descriptions

VOLUNTEER WORK:

- Degree of involvement
- Current/recent volunteer activities
- Achievement statements

OVERALL APPEARANCE/FORMAT:

- Visual appeal
- Appropriate use of white space
- Appropriate use of bullets
- Appropriate/consistent format of dates
- Name on second page
- No use of the word "I"
- Too long/too short
- Appropriate use of bolding, spacing and capitalization
- Consistent format of section titles
- Proper order of sections
- Margins line up
- Appropriate font size
- Appropriate font choice

MARKETABILITY:

- SELL YOURSELF!
- Uniqueness and appeal
- Answers the question ***"Why should I hire you?"***
- Overall relationship to program
- Demonstrated transferable skills
- Attracts immediate attention

NOTES:

- You do not need to include an objective as this is being stated in your cover letter
- You may choose to include a professional summary, we did not specifically cover this in class, google "professional summary software developer resume" for examples – this is not a traditional objective statement