# Career Services Assignment 7 – Resume

**Points possible:** 50

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| 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.linkedin.com/in/brady-schwertfeger/

**What did you learn about resume writing?**

After having spent 3-4 months this spring writing resumes and completing countless job applications looking for work, I can confirm that one of the hardest parts of the application process is breaking through that first layer of screening. A good cover letter is vital, but you also need to custom-fit your resume to the position you’re applying for. Especially when applying at larger companies, and for positions with a lot of applicants, the resume and applications screeners are often working with a very short and stringent checklist. You might be perfect for the job, but if your two documents don’t check all of their boxes right off the bat (and you usually don’t really have any idea what those boxes are), you won’t even be considered for an interview. Only having one version of your resume that you distribute to every position you apply for is, in my mind, not recommended. Tailoring your cover letter and resume for each job also shows that you have spent time and done research into the position and where it fits into the company in question.