

Resume Assignment

Course Objectives:

- *Feel confident preparing for and navigating a job search, including attending and following up after career fairs and other networking events.*
- *Have a polished resume and accompanying job search correspondence.*

You need to prepare a resume that you will use for your co-op search. This document will form a foundation that can be used for many years whenever you are seeking a new employment opportunity.

Relevant reading: Chapter 2 (pages 37 – 74)

Resume Development & Submission Steps:

1. Participate fully during the in-class resume preparation activities, including the peer resume critique exercise.
2. Receive feedback from your instructor/co-op advisor.
3. Construct a resume that best reflects the experience and skills that you can offer incorporating information from:
 - the reading in the textbook
 - in-class activities
 - instructor/peer feedback
4. **Submit your final, updated resume to Blackboard for course credit and feedback.**
Name the document with your *First Initial_Last Name_UML*. Do NOT call it "Resume".
 - **For example:** *J_Paquin_UML*
5. **Submit your error-free resume and upload to CareerLINK; this step is essential to being able to apply for professional co-op positions.**
 - *Please note that the first resume you load to CareerLINK is reviewed by staff before it is activated in the system. Any subsequent resumes that you add to CareerLINK will not be reviewed and therefore, you must work to ensure that a polished, error-free resume is being loaded to the site.*