Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Miss Skirtich

Communications

17/18 December 2019

**Building Your Resume**

For this assignment, you will create a professional resume that you can use for the job of your dreams! Use the template on the reverse side of this sheet as a guide. You will be graded on each of the following components:

**Format and Design (15 points)**

**\_\_\_\_\_\_ /5 points** Font (size, color, design)

**\_\_\_\_\_\_ /5 points** Length must be one (1) full page

**\_\_\_\_\_\_ /5 points** Neatness (balance, organization, clarity, simplicity)

**Content (12 points)**

**\_\_\_\_\_\_ /3 points** Header (name, contact information)

**\_\_\_\_\_\_ /3 points** Objective must be specific and detailed, yet concise

**\_\_\_\_\_\_ /3 points** Education (detailed and in reverse chronological order)

**\_\_\_\_\_\_ /3 points** Experience

* Employer information
* Detailed transferable skills

**References (6 points)**

**\_\_\_\_\_\_ /3 points**  (name, title, contact information)

**\_\_\_\_\_\_ /3 points**  (name, title, contact information)

**Conventions (5 points)**

If there are any errors, your resume will be returned to you and scored as a 0 until it is error free. This is an extremely important document, so please give it the full attention it needs to be perfect!

**In-class Productivity (12 points)**

You must be productive during the **FULL** 80 minutes of class. This time is dedicated for you, as well as your peers, to complete the project. Be respectful of others and earn your participation points. If you are disruptive or off-task, you will lose all 30 points.

**Total Points: 50 points**