

# INF1030 Assignment Eight

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We are now going to have a little look at resume writing. The resume that you are about to put together in this lesson would not suffice if you were applying for a big corporate job after you are finished high-school/university/trade school, but it will definitely get you a summer job flipping burgers, or working at the golf course.

Your resume covers most of the professional aspects of your life. It is also a professional reflection of you as the potential product: professional resume, professional product; sloppy resume, sloppy product. Take the time to develop your resume as the very best reflection of you.

Open up Microsoft Word and search for a Resume Template that suits your personality. Use this as the basis of your assignment.

Your resume should absolutely include the following subheadings:

- **Highlights** - Highlight some of your strengths
- **Job Objective** - describe the type of job that you are looking for, and why.
- **Education** - list all of the places that you have gone to school, and when.
- **Work Experience** - List any relevant experience that you have.
- **Contact Information** - Where can they find you?
- **Skills and Abilities** - Additional skills that might make you valuable to an employer.
- **Activities and Interests** - What do you do in your spare time? Remember, adults might consider something physical (play volleyball, soccer, ride my bike, build bird houses) as being more important than watching T.V. and talking on the phone.
- **References** - Who can they call to check up on you? Include one personal, one work related, and one academic reference. Try to avoid using family members, if you can

A few tips:

- No more than three education references. Consider carefully who you are going to include as a reference. Are you sure that they will speak highly of you? Don't ask the teacher whose' class you failed to be a reference, as they might tell the truth when called!
- No more than five examples of work experience - pick the most important ones: working at Subway for three months is more important than shoveling your grandmothers drive way for ten years.

- Your skills and abilities showcase what you can offer to an employer. Make sure to include these, and try to include a broad variety.
- Your activities and interests show how well rounded you are. Make sure to include these!
- Contain your resume to one page of information and one page of references. If possible double side these onto one sheet of paper so that perspective employers don't have to worry about losing a page. (Everything is contained to a single sheet of paper.) Having said all of that, fill the single page! A resume that is only half a page long makes you look like half an employee. Remember, you are trying to sell yourself! Don't sell yourself short!
- Your font size and type should be consistent throughout the document. You can bold headings, and maybe make them one size bigger, but anymore than that, and your resume will start to look immature.

### Assignment

Using the above criteria, write a resume to go along with the cover letter that you wrote up in Assignment 7.

Ensure your resume is proofread, polished, and uses proper formatting. It should be no longer than one (single-spaced, size 12 font) page.

Here are some examples, no matter what your experience is!

- [Sample First Resume - No Work Experience](http://jobsearch.about.com/library/samples/blhsresume2.htm)
  - <http://jobsearch.about.com/library/samples/blhsresume2.htm>
- [Sample High School Resume](http://jobsearch.about.com/library/samples/blhsresume.htm)
  - <http://jobsearch.about.com/library/samples/blhsresume.htm>
- [High School Resume Sample - Retail Store](http://jobsearch.about.com/od/resumesandcoverletters/1/blhighschool1.htm)
  - <http://jobsearch.about.com/od/resumesandcoverletters/1/blhighschool1.htm>
- [High School Resume Example - Summer Camp](http://jobsearch.about.com/od/resumesandcoverletters/1/blhighschool2.htm)
  - <http://jobsearch.about.com/od/resumesandcoverletters/1/blhighschool2.htm>

### Marking Guide:

Resume matches Cover Letter from Assignment 7	/2
Effective use of font modifications (bold, italics, etc)	/2
Includes suitable subheadings (can use the ones above)	/8
Each subheading includes appropriate content	/4
<u>Accuracy, spelling, and formatting</u>	<u>/4</u>
Total	/20