

RESUME ASSIGNMENT

This assignment introduces the resume completion process for students as part of preparation to seek out career opportunities in their chosen field. Departments will identify a senior level course where the resume assignment will be integrated.

The assignment is used to satisfy the requirements for the Quality Enhancement Plan (QEP) Student Learning Outcome (SLO) #3: **Students will demonstrate employment readiness.**

STEP 1	REVIEW THE TU CAREER SERVICES WEB PAGE FOR GUIDELINES AND TIPS FOR COMPLETING YOUR RESUME
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<https://web.tusculum.edu/career/wp-content/uploads/2016/06/BRIEF-RESUME-COVER-LETTER-GUIDE-2.pdf>

STEP 2	PRIOR TO COMPLETING THE RESUME ASSIGNMENT, VISIT THE O-NET SITE-"MY NEXT MOVE" AND ENTER YOUR CAREER CHOICE
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<https://www.onetcenter.org>

STEP 3	FOLLOWING THE LINK FOR YOUR CAREER CHOICE ON O-NET, COPY/PASTE THE KNOWLEDGE, SKILLS, ABILITIES, AND TRAITS YOU POSSESS.
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STEP 4	AFTER REVIEWING THE GUIDELINES FOR COMPLETING A RESUME, PREPARE A PROFESSIONAL RESUME
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The following sections are required, but you may add additional sections and can rename the sections to better suit your career field. Resume must include the following sections with 1-4 in this exact order and 5-8 tailored to the best practices of the career in question.

1. Full name, address, telephone number, and personal email address.
2. Position sought or career goal
3. Education completed or in progress (note anticipated graduation date). You may want to include related coursework relevant to the job sought.
4. Work experience
5. Community service
6. Honors and activities
7. Strengths, knowledge, skills, and/or abilities (Draw language from the underlined list of knowledge, skills, abilities, and traits from Step 3.

8. References

STEP 5	HIGHLIGHT ALL WORDS/PHRASES IN THE STEP 3 LIST THAT YOU INCLUDED IN YOUR RESUME
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STEP 6	SUBMIT YOUR RESUME AND STEP 3 LIST FOR SCORING BY YOUR INSTRUCTOR
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You will be assessed on presentation/format, the content of each required section, and spelling/grammar using the attached rubric.