



# Resume Assignment

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

Date: \_\_\_\_\_

Position applying for: \_\_\_\_\_

## The Assessment Rubric

**Interviewer:** Ask the student for their job resume. Assign a rating for each category using the following guide:

**1 - Exceptional**

**2 – Acceptable**

**3 - Needs Improvement**

**4 - Unacceptable**

Only applicants with a rating of 14 or less will be considered for this position. Additionally, no applicant can receive a rating of 3 or 4 in any single category. Students that do not meet the required rating will have to correct the deficiency before they can receive credit for this assignment.

Applicant Rating: \_\_\_\_\_ Comment: \_\_\_\_\_

| Rating | Category  |
|--------|---|
|        | <b>Grammar and Spelling</b> - Is the resume free of grammar and spelling errors?  |
|        | <b>Resume Title</b> - Does the title include the student's name, contact information, position applied for, leadoff caption, and a resume abstract?   |
|        | <b>Resume Sections</b> – Is the resume organized into groupings to include education, work experience, personal, and references?  |
|        | <b>Resume Headings</b> - Is each resume section highlighted by a snappy caption that describes the section?   |
|        | <b>Resume Item</b> – Is each fact listed on the resume broken down into the necessary descriptive elements? Are there a sufficient number of items to describe the student's accomplishments? Are the resume items positively stated, truthful, and accurate? |
|        | <b>Emphasis</b> - Does the resume include appropriate methods of highlighting key words and phrases?  |
|        | <b>Hard Copy and Layout</b> - Is the resume a word processed original in acceptable condition? Is it a full one or two pages in length? Is the format of the resume appropriately organized? Does this resume stand out from the others?                      |

# Your Full Name

Position Being Sought

***Mailing Address and Telephone Number***

Qualification statement or resume abstract.

## COMPUTER TECHNOLOGY STUDENT PROFILE

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- EDUCATION** ▶ List the appropriate course work and training items here. Be sure to include all of the necessary elements of the resume item. List them in order of importance.
- WORK EXPERIENCE** ▶ List any work experience items here. Be sure to include all of the necessary elements of the resume item. List them in order of date. Include any thing you do for money including household chores and allowance.
- COMMUNITY** ▶ List any community activities or volunteer work you've participated. Be sure to include all of the necessary elements of the resume item. List them in order of importance.
- AWARDS** ▶ List any awards or recognition you've received that may be considered appropriate. Be sure to include all of the necessary elements of the resume item. List them in order of importance.
- PERSONAL** ▶ List information regarding your personal life to include family, health, organizations, sports, and hobbies. Be sure to include all of the necessary elements of the resume item. List them in order of importance.
- REFERENCES** ▶ List a few employers, teachers, or other individuals that would vouch for your good character and strong work ethic. Be sure to include all of the necessary elements of the resume item. List them in order of importance.

**INSTRUCTIONS:** Here's a possible framework for the resume assignment. You do not have to use this format. With a bit of research, you may be able to find a model that you would be happier using. That's perfectly fine. However, studying the assessment criteria you will discover there are some essential elements to this assignment.

The required components of this exercise demand that you incorporate:

1. The Resume Title
2. The Resume Sections
3. The Resume Headings
4. The Resume Items (with the required elements)
5. Emphasis of Key Points and Phrases

Study the lesson information carefully and then complete your professional resume. Please note that a resume is never more than two pages in length.