Name:

Period:

Resumé Assignment

**Objective:** This is a brief introduction into the world of resumé writing. Why? To help you prepare for scholarship applications, job applications, summer internship or other program applications. Knowing how to start this early will eliminate the frustration and confusion later on in life! Resumes are an essential key in obtaining a job, so it’s better to get the practice in now!

**Requirements:**

* ***MUST BE TYPED***: I will not accept a handwritten resumé. If you do not have a computer at home, you may use the computers at school, in the library or even at your public library. There are resources. If you are concerned or need one-on-one help, please come talk with me early (do not wait until the night before). **I am happy to print it for you! You can always email your resumé to me or bring it on a flash drive and I will print it right in my room!**
* Must include the basic categories we learned in class:

1. Personal Information (you can invent an email or use your parent’s email if you do not have one. Make sure it is clear and professional)
2. Objective (briefly describe your intent of the resumé)—*in the case of this assignment, your objective is that you are applying for a job in the food-service industry* (you can word this however you like!)
3. Experience (**MUST INCLUDE AT LEAST 2 EXPERIENCE ITEMS**)
4. Education **(list at least 2 relevant classes or projects)**

* A list of references
  + Must include at least 3 NON-FAMILY references (no uncles, parents, aunts, grandparents, etc…). Good references are people you have provided a service to, teachers, counselors, administrators, etc… If you choose to list staff at Canyon View, just put the school phone and address for them (801-227-8748/ 655 E 950 N, Orem UT 84097).
  + Remember, you must ASK the references if you can list them as a reference!

**DUE DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the day you turn in your portfolio)

So…

* Your resume should be on ONE page
* Your references should be on a separate page
* All of this MUST be typed or I will not accept it
* This must be a representation of your OWN work
* You do not need to buy special paper! White computer paper works great!

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| Resumé Assignment | | | | | | |
|  | 5 points | 4 points | 3 point | 2 points | 1 point | No points |
| Quality | Visually pleasing  Good use of bold, italics  Highest Quality | Not quite as visually pleasing  Plain | Mediocre quality  Some errors in flow and design | Limited effort in flow and design  Not pleasing visually | Poor quality | Not turned in |
| Meets Requirements | Has all 4 elements (personal info, objective, experience—at least 2 items, and education—at least 2 items)  References include at least 3 non-family people | Missing at least one piece of info | Missing at least 2 pieces of info | Missing at least 3 pieces of info | Missing 4 or more pieces of info | Did not meet requirement |
| Turned in on time (promptness) | Turned in on time with the Life Skills Portfolio |  |  |  |  | Not turned in |
| **TOTAL: \_\_\_\_\_\_\_\_\_\_\_\_\_/ 15** | | | | | | |