

Due: By Monday, 12:00 Midnight

Introduction: Writing a **resume** may be one of the most important pieces of writing you do. There are many personal choices you must make prior to writing the resume. What is your career objective? What skills can you describe and illustrate to show an employer you are the right person for the job?

While you will write your final resume when you get closer to graduating, the purpose here is to apply your writing skills to this type of writing.

Think about this before you begin. What is my specific career objective? Try to mention a specific job – computer analyst, police officer, etc. How is a career objective like a thesis statement? Create your resume by including the education and experiences that demonstrate your qualification for a position of this type. These are a lot like your supporting evidence.

Tasks

- Select one of the styles of resumes covered in the presentation and reading.
- Using this model, write your personal traditional (non-scannable) resume. Include the following:
 - Your contact information
 - A complete sentence for your career objective (below)
 - Education
 - Work experience
 - Other experiences (activities, volunteer work)
- Revise and refine your resume. “Remember: A single spelling or grammatical error on your resume may cost you the job.”

Career Objective

Career objective is a clear concise statement of your goal. It may include the following:

- Level of position
- Type of organization
- Interests, knowledge, or skills you wish to share or hope to incorporate in your work.

The career objective should make the employer want to read more.

The career objective should be specific and avoid clichés.

The career objective could be thought of as your thesis statement for your resume.

Deliverables and format:

Submit your completed resume in a Word document.

Font: Arial, 10 pt.

Line Spacing: Double

File Name: *last-name-first-initial_Resume.doc*

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Remember, if you want the option of submitting a second attempt, you must submit a first attempt!

Check it first:

- Did you include all the parts of a resume?
 - Your contact information
 - A complete, and very specific sentence for your career objective

- Education
 - Work Experience
 - Other experiences (activities, volunteer work)
 - Skills—for example, proficiency in Microsoft Word or other
 - Technical/computer/communication skills, etc.)
- DOES YOUR CAREER OBJECTIVE SERVE AS A THESIS STATEMENT FOR THE REST OF THE RESUME?
 - Did you include enough examples to illustrate that you are the right person for the job?
 - Is the format choice logical?
 - Did you follow the chosen format?
 - Have you checked for spelling and grammatical errors?
 - Is the document layout professional-looking and balanced on the page?

Project Part 3 (8%): Draft

Week #8

Due: Before class, Week #9

You should have completed your research phase this week. This week, you will also begin writing the first draft of your research paper.

[See **GE117 – Composition I Project** for complete details]

Deliverables and format:

Submit your draft paper in a Microsoft Word document.

Font: Arial; 10

Line Spacing: Double

File Name: *last-name-first-initial_Project3.doc*

Number of attempts allowed: 12

Assigned: Week 8 **Due:** by beginning of class, Week 9

Grading Weight: 8%