

Assignment Sheet: Resume

Due Friday, 9/27 in class--hard copy

Assignment Goals

- Be better prepared for the job search by creating a strong resume and cover letter
- Practice tailoring job application materials to one particular job
- Develop document design skills by designing the visual layout of the resume
- Hone persuasive business writing skills by crafting a cover letter

What is a resume?

A resume is, in essence, a summary of your work and academic experience. It's given to potential employers to help them determine if you are qualified for an interview, to help them develop targeted interview questions (often, but not always), and to help them remember you after an interview. It's usually designed with headings and bullet points to make it easy to read, and it should be professional and visually attractive because it is a representation of the work you are capable of producing.

You have to choose and highlight information carefully, because employers only spend an average of 30 seconds in an initial skim. You also need to tailor your resume to each job you apply to, creating a slightly different version of your resume, so you can present your qualifications as tightly linked with the exact desires of the particular employer.

Assignment Overview

You will locate a job that you want to apply to after graduation, research the company, and then create a resume for that job.

Choose this job ad carefully! You should pick something as close as possible to the job you will be applying to after graduation. In fact, if you are a senior, you may want to apply for this actual job with the materials you develop for this class.

Good places to look include monster.com, idealists.org, simplyhired.com, and indeed.com. You may also want to look at specialized job search sites that collect ads for specific fields or locations, such as npo.net (nonprofit jobs in Chicago) and marketingjobs.com. And, a Google search never hurts.

The Resume

Once you have a good sense of what the company is looking for, you will write your resume. What follows is an overview; you can find more detail in class and on D2L. Here are the parts you should include in your resume:

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Heading

Start with your name in large font, and include your contact information (address, email, and phone). College students often include "current address" and "permanent address" to let companies reach them after they have left their university housing.

Objective

Include a title for this section. Then, on its own line or as in the first few words, list a very brief summary that gives people a sense of what field you are in (e.g. Technical Writer, Youth Specialist, Profit oriented Manager). Write a paragraph or list bullet points of sentence fragments summarizing what you can bring to the company, making sure to tailor to the specific desires of the company you're applying to. Include at least one accomplishment—a specific, measurable achievement. [If you don't have an appropriate accomplishment to include because you are new to the field, make an annotation comment recognizing this and defining accomplishments so I know you'll be ready to include one once you gain more work experience].

Education

Next, list your education (just college—not high school once you are in college). Name your degree, your major (and minors, if relevant), your school, and your date of graduation (the convention is to put "Expected May 2014," or whenever you are graduating, so they know when you will be available for jobs).

Under this section, you have the option of including your GPA if it is good, as well as awards, honors, fellowships, relevant coursework, or study-abroad experiences. If you completed a senior thesis and it is very relevant to your field, you can also list that here.

Note: For recent grads, the education section usually comes before experience, but once you are established in your field, experience will usually be more important, so that section will eventually come first.

Experience

In this section, list each job in backward chronological order, with the most recent first. You can choose to include substantial volunteer work or campus roles here, even if you were not paid, as long as the title isn't "work experience." You can also choose to break your experience into Relevant Experience (or Marketing Experience) and Other Experience, to avoid listing your pizza delivery job first.

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Each job should include your title, the company, the city and state of your company, and your dates of employment (if you are still working there, put "Present" for your end date, e.g. "Summer 2010-Present").

Then, in bullet point fragments (watch out for parallelism!), describe what you did in this role. Put the most relevant responsibilities first, and frame your work in a way that highlights transferrable skills and the similarities between your work and the roles/qualifications from your job ad. Go into more detail on more relevant jobs and responsibilities. If possible, include relevant accomplishments. 2-5 bullet points per job is a good baseline. Use powerful, interesting verbs to describe your work, and avoid using the same verb multiple times.

Other Sections

You can also include sections such as Volunteer Experience, Computer Skills, Honors and Awards, Activities, Relevant Coursework, International Experience, Technical Strengths, Licensure, Publications, Professional Affiliations, and Language Skills. Choose the sections that are most appropriate for your particular job ad and company.

Resume Design

Your design will also depend on the particular company you are applying to. Resumes for jobs where visual design is important will need to be especially visually appealing, and trendier companies and fields will be looking for a standout design. However, more traditional fields and traditional companies will want a standard design.

Regardless of whether you are aiming for a creative design or a standard design, make sure to take into account consistency of formatting, add plenty of white space, keep your resume visually balanced, use only 1-2 font styles, break up lengthy paragraphs, and use a logical hierarchy of text design (e.g. bold, underlined, capitalized, and bigger font), with higher levels of headings standing out more.

Do not use a resume template, because employers have seen many resumes using these-- they can spot a template in an instant. You don't want to appear as if you can't design documents well. Make your own design.

short! Also, demonstrate that you have researched the company by weaving details about them into your cover letter.

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E/F

**Emma
Funderburk**

Feedback: 94/100

I do like that the template you chose is different, but there are a few things to keep in mind. Under experience, you have a gap in employment from 2020 to 2024. Maybe the idea is that you don't work while in college, but we do not want to see gaps in employment. Work as an intern, work as a teacher assistant, volunteer...gaps create questions. Also, under education, add space between colleges. Since you are using chronological, you need to flip your schools around to match your experience...newest first.

OBJECTIVE

To obtain a position as a Pediatric Dentist at North Georgia Pediatric Dentistry.



ADDRESS

North Court St.
Quitman, GA. 31643
United States of America



PHONE

(229)403-7042



EMAIL

funderburke6357@tcjacket
s.net

EXPERIENCE

April 2024– Present

Intern • North Georgia Pediatric Dentistry • Braselton, GA

As an intern at the North Georgia Pediatric Dentistry I was given many responsibilities in order to learn and grow into my chosen occupation. Throughout my time here I learned about communication, teamwork, and leadership. I learned how all these came into play to become a Pediatric Dentist.

August 2018– May 2020

Manager • The Nest School Store • Thomasville, GA.

I was the manager of The Nest School Store from the beginning of my junior year to the end of my senior. During this time I became familiar with handling money, working with a team and I learned to adapt with my environment.

May 30th– July 20th (2015-2019)

Co-Manager • Thompson Farms • Ochlocknee, GA.

During my time at Thompson Farms Tomato Patch I worked 12 hours days, 6 days a week. I enjoyed the long hours and learned good customer service and problem solving skills.

EDUCATION

University of North Georgia, Dahlonega, GA.

- ✦ I majored in Biochemistry with a minor in Physics.
- ✦ Throughout my college career I maintained a GPA of 3.7
- ✦ During this college experience I obtained my bachelor's degree and went on to other schools to finish my doctorate.

University of Pennsylvania

- ✦ I joined the University of Pennsylvania's Doctoral program to obtain my doctorate in Pediatric Dentistry.

North Georgia Pediatric Dentistry

- ✦ I interned here for three months and learned about the system of working at a dental practice. I gained hands on experience which prepared me for the transition from school- life to the real world.

REFERENCES

Available upon request.