

Writing Your Resume Assignment

Professional Development 2

Read this statement that describes Red River College's position on academic integrity. Ask your instructor if you aren't sure about the meaning of the statement or about how to follow academic integrity policies when you do this assignment.

Red River College is committed to protecting the integrity of our curriculum by ensuring the college continues to add value to our students and industry, while ensuring that students have opportunities to pursue their marks fairly, honestly and ethically.

This includes, but is not limited to, the fact that plagiarism, cheating, unauthorized collaboration, or false representation is not permitted on assessments and is a violation of the S4 – Academic Integrity policy.

By completing and submitting this assignment, you are accepting these statements:

I understand that I am subject to all of the same academic honesty requirements that apply during an in-person assessment or online assessment. I understand that by beginning this assessment, I accept and agree not to commit any violation of academic integrity.

I understand that there are consequences for violating the policy and as a Red River College student, I will not participate in or condone academic dishonesty.

Overview

During term 3 of your program, you may go through the process of applying for a job for your co-op term. This assignment will focus on writing an impactful resume to gain the interest of potential employers.

The Assignment

Goal: *Write a resume which accurately reflects the experience and skills that you will have at the end of this term and that is tailored to the job ad you selected as part of this class.*

Your instructor will give you advice on how to write an appropriate resume. Take careful notes and if you need help ask for support from your instructor or the [Student Employment Services](#) office as you work on it.

Please note: If you already have a resume, you **must** update it to reflect your recent education. Tailor it to your job ad and ensure that it meets all of the requirements of this assignment.

Follow these guidelines when creating your resume:

- **Do not use a resume template.** Your resume will be unique, and it is much more difficult to modify a template than to start from a blank document. Ask for help if you are having trouble with formatting.
- At the top of your resume, include:
 - **Your name, phone number, and email address.** Including the mailing address is increasingly seen as unnecessary and a potential security risk for the applicant, so you could omit it.
 - Links to your LinkedIn profile or a professional portfolio of related work, so long as they are suitable for professional use. If you have made significant contributions to any open source platforms, include a link.

Please note: If you have created a personalized letterhead for your cover letter, use the same letterhead on your resume.

- Your resume must contain these essential elements:
 - **Skills summary/Highlights of Qualifications.** This section emphasizes requirements of the position and might include technical skills, academic and/or professional achievements.
 - **Education.** This section contains detailed information about your education. Mention the name of your program and your expected graduation date. Highlight academic achievements (i.e. honour roll), self-directed learning activities, and any certificates or designations that you have or are currently working on.
 - **Employment/Volunteer History.** This section contains accurate and complete information about your employment/volunteer history. If you have a long employment history, you are not required to list every job that you have ever had. Don't go back more than 10 years. State your job title, the name of the company, and the dates of employment for each position. You might also give a brief description of the company. Describe several of your key responsibilities for each position – not just as a list of duties, but as skill statements. Each description must create a vivid picture in the reader's mind by beginning with a verb, providing some context, and quantifying wherever possible.
 - **Projects.** This section could contain accomplishments from your course work in your program or could be related to employment or personal interests. Highlight your individual role and accomplishments on the project.

Tips:

- Your resume should be 1-2 pages.
- Proofread your documents for errors in grammar, spelling, or formatting. Your resume must look neat and organized.
- Some employers use computer software to scan the resumes of applicants. Because of this, it is important that your resume include key words from the job ad. Use the same terms that are in the ad wherever possible.
- Review your resume by imagining that you are the hiring manager for the job that you have chosen. When you look at your resume from this perspective, is it easy to see how you meet the requirements of the position? If not, modify your resume.

Due Dates and Grades

Review your resume against the checklist provided by your instructor, and the associated rubric. Submit your draft resume to the Dropbox in LEARN by the due date. You will meet with your instructor (and possibly your peers) to review your draft document. Integrate this feedback into the final version of your resume and submit it to the Dropbox in LEARN by the due date.

The draft and final versions of your resume will be weighted equally. Your marks will be available in the grade book in LEARN, and your feedback will be available within the Dropbox.