

Résumé Assignment

This assignment is designed to help you develop your résumé and practice targeting your résumé to a specific job.

Step 1: Login to Handshake. Your handshake account can be accessed through the Tools section of myBlue or by going to unk.joinhandshake.com. You will login with your email and email password. Find a job that interests you. Be sure to review the job description, including any required/preferred qualifications.

Step 2: Using the Résumé Guide and job description update your résumé. *Remember, your résumé should be tailored to each job, so you should include key words from the job description in your résumé. If you do not have a résumé, you can create a résumé using the sample résumé below, making sure to replace all highlighted text with your qualifications/experiences.

Step 3: Focus on developing strong bullet points utilizing the “winning formula” (page 3 of Résumé Guide)

Winning Formula: **Action Verb** + *Subject* + *Purpose / Method / Result*

Step 4: Have another student review and critique your résumé using the rubric on the next page.

Sample Resume (Other formats and styles encouraged – all résumés should look a little different)

YOUR NAME

Local Address including City, State, Zip Code | email address | phone number

EDUCATION

UNIVERSITY OF NEBRASKA AT KEARNEY

Bachelor of Science, Art, Education

Anticipated Graduation – Month/Year

Major and Minor, Emphasis if applicable, Endorsements

GPA: List overall GPA or Major GPA if above 3.0

RELATED EXPERIENCE (OR OTHER HEADING NAME)

Job Title, Employer Name – City, State

(Month/Year Began – Month/Year Ended)

- Begin each bullet with an action verb
- Use a present tense verb for a current job/experience,
- Use a past tense verb for a past job/experience
- See page 4 of the attached guide to develop strongest bullets

Job Title, Employer Name – City, State

(Month/Year Began – Month/Year Ended)

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OTHER EXPERIENCE (OR OTHER HEADING NAME)

Job Title, Employer Name – City, State

(Month/Year Began – Month/Year Ended)

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-
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OTHER HEADING NAME

Additional Information – Dates and Further Details not always necessary

Sometimes a list format is useful

**References should be on a separate document

	Resume should effectively land you an interview	Resume could land you an interview (borderline case)	Resume is average, needs improvement to rise to the "top of the stack"	Resume needs significant improvement and would be discarded during screening
Format	This resume fills the page but is not overcrowded. There are no grammar or spelling errors. It can be easily scanned.	This resume almost fills the page, but has some uneven white space. There may be a single spelling or grammar error.	The font and spacing of this resume are not appealing and cannot be easily scanned. There are spelling errors and grammatical mistakes.	This resume is either one-half page or two to three pages long. The font is too big or may be hard to read. There is more white space than words on the page. There are multiple spelling and/or grammar errors.
Education section	This section is organized, clear, and well defined. It highlights the most pertinent information and includes: institution and its location, graduation date, major, degree, GPA, study abroad (as appropriate), and any relevant course work.	This section is well organized and easy to read. It includes institution and its location, graduation date, major, and degree. GPA and “extra” information, such as study abroad and course work are missing.	Information such as institution and its location, graduation date, and major are included, but degree and GPA are not listed. This section is not well organized and there is no order to how information is formatted.	This section is missing the most crucial information. Institution is listed, but not its location and graduation date is missing. The major is included, but not degree. No GPA is stated.
Experience section	This section is well defined, and information relates to the intended career field. Places of work, location, titles, and dates are included for each position. Descriptions are clear and formatted as bullets beginning with action verbs. (This section could be split into related and other experience.)	Places of work, location, titles, and dates are included for each position. Descriptions are formatted as bullets beginning with action verbs, but are not detailed enough to help the reader understand the experience. Information does not relate 100 percent to the intended career field.	Descriptions are not presented in bulleted lists that begin with action verbs. Instead, complete sentences in paragraph form are used to describe positions. Places of work are included for each position, but not locations, dates, and titles.	There is no order to the descriptions of each position. Descriptions are not detailed and don't illustrate the experience. No locations and dates of employment are listed.
Honors/ activities	This section is well organized and easy to understand. Activities and honors are listed, and descriptions include skills gained and leadership roles held. Dates of involvement are listed.	This section includes all necessary information, but is difficult to follow. Leadership roles within organizations are listed, but skills are not defined. Dates of involvement are listed.	This section is missing key information such as leaderships positions held or dates of involvement. Organizations are listed; the organization, not individual involvement in each, are described.	This section is missing—or contains very little—information. Organization titles or dates of involvement are not included, and there are no descriptions.

**Rubric courtesy of National Associate of Colleges and Employers (NACE)