# HOMEWORK ASSIGNMENT

**Course:**  Career Development CDW100

**Assignment:**  Create a resume and bring a copy to class and email electronic copy.

The purpose of this assignment is to give students the opportunity to begin archiving their professional experience, in the form of a resume, and to give them a template with which to begin that archival work. Many students find themselves walking across the stage at graduation, never having been required to submit a resume, and not knowing the format appropriate to such a document. In the interest of closing that gap, students are asked in this assignment to follow the template, provided below, to compose a working resume, which they will edit as necessary in the future.

**Helpful Links:**

- **https://create.microsoft.com/en-us/templates/resumes**
- **https://www.indeed.com/profile/resume-templates**
- **https://www.myperfectresume.com/resume/templates**

**Basic requirements for the resume**
- Create (or update) your resume for the purpose of applying for an internship or full-time position
- A resume designed for a human reader.
- Neat formatting of the information on the page
- Limited to one-side of one 8.5 x 11 white sheet of paper
- 12 point font (Times or similar font)

There are many resources online to guide you with a template, you may start with Google Resume Docs.

**Resume Sections**
1. **Personal contact information** (name, address, phone, email)
2.  **Objective:** An objective states your desire for the type of position you are seeking (summer internship, full-time, etc.). It can also be customized to a type of job (quality assurance position, programmer, etc.) for a particular opening.
3. **Education:** This should contain your current degree plans along with graduation date. It also should include other colleges if you are a transfer student. Leave out the high school details.
4. **Work Experience:** Include place of experience along with length of tenure. Write a short description that emphasizes your responsibilities. Work done on a volunteer basis may be included. If you do not have any, you may leave this out.
5. **Technical Skills:** List computer languages, technical software, platforms, operating systems, and other related skills.
6. **Background:** List recent awards, honors, professional memberships, and on/off-campus community/extracurricular activities with dates and any leadership roles.
7. Other sections are optional for this assignment, but may be included such as:
   a. Relevant coursework
   b. Projects (research, coursework, etc.)