

Take-home Graded Opportunity

Due date: October 13, 2010, 5:00 p.m.

Your goal is to design and write a resume. You can use the job advertisement that you chose to write your objective.

The requirements that the resume must meet are as follows:

1. Relevancy

- The resume must be targeted to the job advertisement.
- You must assertively illustrate your strengths and *relate* those strengths to the specific requirements of the job and the employer.
- Use keywords and key phrases from the job advertisement to discuss your strengths and experiences.
- Include only relevant information about your skills and experiences. Make sure that you *clearly illustrate* how those skills and experiences are relevant to the job.
- Do not overstate or overgeneralize your skills. You are likely *not* able/willing to perform *any* task.

2. Conciseness

- The resume must be at most 1.5 pages, but preferably 1 page in length.
- Be assertive and use to-the-point language. Use as few words as possible to get your point across. Having a page limit will help you.
- Make good use of space. This includes both the use of horizontal and vertical space. If you can neatly include more than one item of information on a single line, do it.

3. Formatting and Grammar

- Make the resume look as appealing as possible.
- Proofread and spell check. One misspelled word is all it takes to dismiss a candidate.
- If you use a template to design your resume, change it so that it looks original.

- Use different fonts to illustrate different ideas. For example, you may use a bold font to name your university and an italicized font to indicate the dates you attended the university and its location.
- Use correct grammar. For example, if you're writing in complete sentences, they must have a period at the end (even if it is a bulleted list).

4. Overall goal

Remember, your overall goal is to show that it is in the best interest of the employer to offer you a job. Therefore, you must show that your skills and experiences can benefit the employer. The employer may not necessarily care if the job would benefit you, so do not frame your resume in a way that shows the employer how they will help you. How can you improve the profits and image of the company?

You are required to hand in a highlighted copy of the job advertisement and the resume.