

## Create a Resume

For this assignment, you will be creating a resume to apply for your dream job, although you may not have all the experience yet imagine that you have already graduated college with your Master's in whatever you choose, and it's now time to apply for your job. You have just graduated college so you will be using an entry-level resume. This means that you will have to research more information on the job to see what is required. This assignment should not be completed in 10 or 15 mins, take your time. I have a rubric provided, and that's how you will be graded. *This will be a test grade*, so take it seriously and ask questions of you have any. Using the template below, you will be creating your very own resume. This template already has everything you need on it, all you have to do is replace the information on there with your information. Please look up other examples of resumes to see how they look and how they should be worded. The skills that you have should be identified as well, so please research your dream job. For education, you can use a college that you would like to attend as one of your schools for education along with your high school. I can't wait to read them!

## Resume Grading Rubric

Student Name: Jaleigha McKinght Period: 3rd

Skill	Outstanding	Good	Average	Unsatisfactory	Top
<b>Function</b> (title & Objective)	• Audience and purpose of the resume is clear and strong	• Audience and purpose are present but could be stronger	• Audience and purpose is less clear and weak parts remain	• Audience and purpose is not clear	5
<b>Points</b>	5	4	3	2	
<b>Content</b> (locations, titles, dates, descriptions)	• Content of the resume is clear. Each major section includes required information (objective statement, names, dates, locations, etc.)	• Content of the resume is clear. Each major section includes most of the required information (objective statement, names, dates, locations, etc.)	• Content is confusing. Some major sections are missing information (objective statement, names, dates, locations, etc.)	• Content is hard to see. Major sections are missing information (objective statement, names, dates, locations, etc.)	5

<b>Formatting</b> (bolds, fonts, indents, capitals, white space)	• Format of the resume is clear. Each major section includes directed & consistent use of Bold, CAPTOLS, indents, white space, and word spacing to scan in 10 seconds.	• Format of the resume is clear. Each major section includes most of the directed & consistent use of Bold, CAPTOLS, indents white space and word spacing to scan in 10 seconds.	• Format of the resume is uneven. Each major section includes some use of Bold, CAPTOLS, indents white space and word spacing to scan in 10 seconds.	• Format of the resume is unclear. Sections are hard to read with a lack of Bold, CAPTOLS, indents white space and word spacing to scan in 10 seconds.	5
<b>Effectiveness</b> SS (creating image)	• Resume creates an image in the mind of the reader. Fragment sentences start with actions verbs and numbers highlight skills.	• Resume creates an image in the mind of the reader. Some Fragment sentences start with actions verbs and some numbers are used to highlight skills.	• Resume creates an unclear image in the mind of the reader. Few Fragment sentences start with actions verbs and few numbers are used to highlight skills.	• Resume does not create an image in the mind of the reader. Minimal fragment sentences start with actions verbs and minimal numbers are used to	5
<b>Grammar &amp; Mechanics</b> S (spelling etc.)	• Writer follows all guidelines for spelling, grammar and mechanics	• Writer follows most guidelines but some sentences are unclear, uneven, or contain errors.	• Writer follows some guidelines, but sentences contain multiple errors and are difficult to understand.	• highlight skills • Writer has difficulty following guidelines, most sentences contain numerous errors and cannot be understood.	4
<b>Ranking Points</b>	5	4	3	2	
				<b>TOTAL SCORE:</b>	24

Comments: Great Job with your Resume, Jaleigha. I love how thorough your Resume is. I hope that you enjoyed this assignment.