

ACS 191

Assignment #2 – Résumé 1st Draft

Your assignment is to write your **personal résumé**, based on one of two scenarios.

1. You are planning to pursue an internship this summer or fall, and need a résumé to hand out to companies at career fairs.
2. You are planning to graduate with your degree, and need a résumé to submit to a specific job opportunity.

Résumé requirements.

1. Must adhere to the style issues identified in class
2. Educational section must include your GPA (this is to make you think about how you will handle this issue in your final résumé that you actually use).
3. Your actual **degree must be listed correctly**. Check out the Undergraduate catalog if you are not sure of your degree name.
4. Excessive font changes will be penalized.
5. Bland résumés will be penalized.

What to turn in

1. Your résumé – using a Chronological-format style

Special Notes to consider

Your assignment is to create your résumé focusing on a chronological listing of your education / experiences / skills / background that match up with key elements of the job listing (or type of work for career fair) you select.

This first draft will be graded as such and notes beyond the required elements will give an indication of improvements that should be made for the final draft, which will be graded more strictly.