

ACS 191

Assignment #3 – Résumé Final 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.
2. You are planning to graduate with your degree, and need a résumé to hand out to companies.

Résumé requirements.

1. Must adhere to the style issues identified in class - must be single page.
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 – printed in final form as if you were mailing it to a prospective employer.
2. Your graded 1st draft resume with instructor notes.