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| **ESLBO Resume Writing Assignment**Use the template below to write a **ROUGH DRAFT** of a **resume** for **ONE** of the following people: * **yourself** (a practical choice as you can use this when you are looking for work)
* **a fictional character\*** (a more creative option)
* **a celebrity\*** (this option is more fun, and the celebrity may have more work experience than you)

**\* \* If you write a resume for a character or celebrity, you should research or create information for their resume that display’s that character’s style, perspective, history)** |  |

Your resume should include the following elements (please use the checklist to ensure you have met the requirements)**:**

* **Header (Name, Address, and contact information – a photo is OPTIONAL)**
* **Objective**
* **Education Section (minimum of 2 schools, don’t forget graduation dates and degrees)**
* **Experience Section (work and/or volunteer)—include a minimum of 3 positions and list at least 3 duties for each position**
* **References Section ( 3 references minimum)**

For your **GOOD COPY** you will be expected to:

* **remove the formatting/guidelines from the template** so it only has your (character's) information
* **edit/proofread your resume (Remember how important a first impression is for a resume!)**
* **Submit ONE TYPED/PRINTED COPY to your teacher to add to your student file and ONE ELECTRONIC COPY to the** [**Turn it In**](https://turnitin.com/newuser_type.asp?r=21.3988944282832&svr=338&session-id=&lang=en_us&) **class website.**

**The ROUGH DRAFT is DUE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The GOOD COPY is DUE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please be sure to provide a hard copy (paper copy) of your rough draft with your final submission.**

ESLBO RESUME ASSIGNMENT- P Groom 2017-2018-T4

**ESLBO Resume Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Type of Job: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Knowledge and** **Understanding** | **Insufficient****6.0 8.0** | **Level One****10.4 11 11.6** | **Level Two****12.4 13 13.6** | **Level Three****14.4 15 15.6** | **Level Four****16.8 17.8 19 20** | **K & U** |
| * Conveys meaningful and relevant facts and details
* Includes all required information (Header, Objective, Education, Experience, References)
* Demonstrates understanding of the purpose of a resume
 | * Conveys insufficient meaningful and relevant facts and details
* Includes insufficient required information
* Demonstrates insufficient understanding of the purpose of a resume
 | * Conveys limited meaningful and relevant facts and details
* Includes limited required information
* Demonstrates limited understanding of the purpose of a resume
 | * Conveys adequate meaningful and relevant facts and details
* Includes adequate required information
* Demonstrates adequate understanding of the purpose of a resume
 | * Conveys considerable meaningful and relevant facts and details
* Includes all required information
* Demonstrates considerable understanding of the purpose of a resume
 | * Conveys important, meaningful and relevant facts and details with a high degree of care
* Includes required information and add to the concepts/ideas
* Demonstrates highly insightful understanding of the purpose of a resume
 | **\_\_\_****20** |
| **Thinking** | **9.0 12** | **15.6 16.5 17.4** | **18.6 19 20.4** | **21.6 22.5 23.4** | **25.2 26.7 28.5 30** | **T** |
| * Uses planning skills – gathering information, organising, time use
* Uses processing skills – selecting, analysing, integrating, etc.
* Targets resume to specific internships, jobs or program
 | * Uses insufficient planning skills
* Uses insufficient processing skills
* Resume is not targeted to internship, job, or program

Or is OFF TOPIC | * Uses limited planning skills
* Uses limited processing skills
* Resume is somewhat targeted to internship, job or program
 | * Uses adequate planning skills
* Uses adequate processing skills

 * Resume is adequately targeted to internship, job or program
 | * Uses considerable planning skills

 * Uses considerable processing skills.
* Resume **is considerably targeted** to internship, job or program
 | * Uses considerable and effective planning skills
* Uses considerable and important processing skills
* Resume is targeted to internship, job or program with a high degree of care
 | **\_\_\_\_****30** |
| **Communication** | **9.0 12** | **15.6 16.5 17.4** | **18.6 19 20.4** | **21.6 22.5 23.4** | **25.2 26.7 28.5 30** | **C** |
| * Expresses and organises information
* Communicates with given audience (future employer)
* Applies the proper use of language conventions (grammar, usage, spelling, and punctuation- uses appropriate VERB TENSE)
 | * Expresses and organises insufficient information
* Demonstrates a lack of competence in communicating with audience
* numerous major and minor errors interfere seriously with expression of ideas
 | * Expresses and organises limited information
* Demonstrates limited competence in communicating with audience
* errors frequently interfere with expression of ideas and/or frequently weaken impact of the resume
 | * Expresses and organises adequate information
* Demonstrates adequate competence in communicating with audience
* errors occasionally interfere with expression of ideas and/or weaken impact of the resume
 | * Expresses and organises considerable information
* Demonstrates considerable competence in communicating with audience
* errors do not significantly interfere with expression of ideas or weaken impact of the resume
 | * Expresses and organises considerable and meaningful information
* Demonstrates considerable and sophisticated competence in communicating with audience
* few errors do not interfere with expression of ideas or weaken impact of the resume
 | **\_\_\_\_****30** |
| **Application** | **6.0 8.0** | **10.4 11 11.6** | **12.4 13 13.6** | **14.4 15 15.6** | **16.8 17.8 19 20** | **A** |
| * Presentation of information coherent and structured
* Page space is used effectively (not too much blank space, not too much crowding)
* Uses appropriate margins
* Uses appropriate font size and consistent fonts(**Bold**, *Italicized*, Underlined)
 | * **Presentation of information has insufficient coherence and structure**
* Exceeds one page / Does not fill majority of one page / considerable overcrowding
* Margins are less than ½ inch or more than 1 inch
* Font style is unreadable (Text size is not between 10 and 12 sized font- inconsistent fonts)
 | * **Presentation of information has limited coherence and structure**
* Slightly over/under one page in length with occasional overcrowding
* Limited formatting (several errors)
* Font style is sometimes unreadable (Text size is not always between 10 and 12 sized font- inconsistent fonts used)
 | * **Presentation of information is adequately coherent and structured**
* Page appears crowded, but doesn’t exceed one page
* Margins, font style & size is readable; formatting is consistent
* Relevant info appears on the top ½ of the page
* Section headings reflect content & content substantiates headings
 | * **Presentation of information is considerably coherent and well-structured**
* Fills one page with minor overcrowding/ blank space
* Margins, font style & size is readable; formatting is consistent
* Relevant info appears on the top ½ of the page
* Section headings reflect content & content substantiates headings
 | * **Presentation of information is considerably and meaningfully coherent and well-structured**
* Fills one page without overcrowding
* Margins, font style & size is easy to read; formatting is consistent
* **Thoughtfully chosen** and relevant info appears on the top ½ of the page
* Section headings reflect content & content substantiates headings
 | **\_\_\_\_****20** |
| **Comments:** |  |  |  |  |  | **Total****\_\_\_\_****100** |