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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** |