

Resumes are living documents. They will never be finished. As long as you are working, you will be making changes to your resume, deleting some items and adding others. Resume consultants can edit or “fix” your resume, but understanding WHY certain formatting elements work and others don’t and knowing how to build effective, strong bullet points will help you to make smart choices when you make changes to this document throughout your life.

This exercise will help you begin building your resume writing skills and also help you identify experience areas you might need to further develop in order to possess a strong resume.

You must use the CMC resume template for undergraduates in order to receive credit for this assignment.

To write your resume:

1. Go [HERE](#) YOU MUST FOLLOW THE **FLCP REQUIREMENTS!!**
2. READ these Resume worksheets: <http://goo.gl/dWJPVv> Pay CLOSE attention to the sample resume on p5.
3. Write your resume using the JSOM Undergraduate example. Use ONLY THE ACTION VERBS ON THE CMC Action Verbs list, which starts on page 3. Using other verbs will reduce your grade.

REMEMBER:

- You might not include all the sections. For instance, you may not have any work experience. In that case, you would not have a work experience section. You might include volunteer work instead. Remember that internships count toward your work experience.
- You may want to include an ACADEMIC PROJECT section, especially if you are lacking work, organizational, or leadership experience.
- Do NOT copy the CMC’s bullet points. This is YOUR resume.