

Extra Credit: Job Search & Resume Skills

Purpose:

The [National Association of Colleges & Employers](#) identifies several key career readiness skills that employers look for. Your education is helping you to develop these skills—we refer to these as the UO Career Competencies (see descriptions in table below).

This assignment consists of three parts that make up extra credit opportunities for this course. In total, you can earn up to five percent extra credit toward your final grade. For **Part I**, you'll set up a Handshake account; identify 2 internship, job, or volunteer opportunities that interest you; & describe why you're interested in them. In **Part II**, you describe how you've demonstrated career competencies related to those positions through your education at UO, part-time jobs, campus involvement, internships, or other out-of-class activities. For **Part III**, you'll create a ready-to-submit resume that incorporates these career competencies!

COMPETENCY	DEFINITION
Career & Self-Development	Proactively develop oneself & one's career through continual personal & professional learning, awareness of one's strengths & weaknesses, navigation of career opportunities, & networking to build relationships within & without one's organization.
Communication	Clearly & effectively exchange information, ideas, facts, & perspectives with persons inside & outside of an organization.
Critical Thinking	Identify & respond to needs based upon an understanding of situational context & logical analysis of relevant information.
Equity & Inclusion	Demonstrate the awareness, attitude, knowledge, & skills required to equitably engage & include people from different local & global cultures. Engage in anti-racist practices that actively challenge the systems, structures, & policies of racism.
Leadership	Recognize & capitalize on personal & team strengths to achieve organizational goals.
Professionalism	Knowing work environments differ greatly, understand & demonstrate effective work habits, & act in the interest of the larger community & workplace.
Teamwork	Build & maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints & shared responsibilities.
Technology	Understand & leverage technologies ethically to enhance efficiencies, complete tasks, & accomplish goals.

Learning Objectives:

1. Demonstrate use of Handshake to locate internships, jobs, or volunteer opportunities in criminology or a related field.
2. Illustrate how your criminological knowledge, academic skills, & experiences relate to 8 career competencies.
3. Create a professionally written resume that highlights your behaviors, skills, & experiences relevant to criminology & criminal justice or related careers.

Part I Instructions (1% Extra Credit): Handshake Search

1. [Log in to Handshake](#) & locate 2 internship, job, or volunteer opportunities of interest to you & relevant to the course.
 - All current UO students & alumni can access Handshake. If you haven't logged into Handshake before, you'll be prompted to activate your account. Follow the instructions provided; it'll only take a couple of minutes.
 - Once you've set up your account, Handshake will highlight positions matching your interests. You can also click on the "jobs" tab at the top of the page to browse all positions. For more tips, check out the [Handshake Help Center](#).
 - When you identify positions to use for this assignment, click the bookmark icon in Handshake so they'll be listed in your saved positions.
 - **NOTE:** Criminology is relevant to a broad array of careers (not just policing!). Some of these have been discussed throughout the term as well as in the assigned reading ([Criminology vs. Criminal Justice](#)).
 - You aren't expected to actually apply to the positions, but you can & should if you're interested & qualified!
2. List the title & agency of each position (include the Handshake links to the job postings!) & explain your interest in a couple of sentences.
 - You might consider relevant personal experiences or social location, how this course or others have piqued your interest, &/or your goals for the future.
3. Submit this list, including the handshake links to the 2 relevant positions, through Canvas.

Part II Instructions (2% Extra Credit): Career Competencies

1. For all 8 competencies in the table above (or [here](#)), describe some related skills or ways you've demonstrated that competency (2-3 sentences each).
 - Use bullet points here, but be sure to check spelling, grammar, & punctuation!
 - To summarize each competency, you might consider some of the following:

- Relevant behaviors, skills, or experiences & where those come from (e.g., classes, jobs, campus involvement, internships, out-of-class activities).
 - Skills this course allowed you to develop or practice.
 - Areas where you think your strength particularly grew this term.
 - How competencies are related to your selected positions.
2. Submit your bullet-point list of the 8 competencies through Canvas.

Part III Instructions (3 % Extra Credit): Resume

1. Put together a resume that incorporates your competencies as they relate to a position in criminology or a related field.
 - Hint: competencies might translate at experiences, skills, education, qualifications, etc. For help on what a resume looks like, check out the UO's Career Center [resources](#).
 - You can use Generative AI or a resume [site](#) to build your resume, but check it to make sure it accurately summarizes your competencies & correctly matches them to your position or experience.
 - Resumes should adhere to professional writing standards, so check for spelling & grammatical errors. If the final product is something that wouldn't pass professional muster, you won't receive credit.
2. Submit your resume through Canvas.

Evaluation:

1. Each part of this assignment is graded on a complete/incomplete basis.
2. Each part of the assignment is considered complete if it is done according to the instructions, so be sure to follow the directions!
 - If you skip components or don't follow instructions within each part (e.g., discuss only 4 out of the 8 competencies; submit an unprofessional resume), you won't receive credit for that part!
3. You can submit none, some, or all of these parts. There's no penalty if you don't submit anything or if parts are incomplete. However, keep in mind I don't round grades or provide other extra credit opportunities, so this is your only chance to boost your final grade!