

Unit 2 Culminating Assignment: My Resume

GLC20

Due:

Name:

Level:

Description:

You will be creating a resume you can use in applying for a job. Your resume should be a polished, final product that you can take and use immediately for a job you would like to apply for. In this assignment you will create a resume based on a job posting that you have found and can apply for today. Your resume should be a factual reflection of your best self, in order to help you get an interview.

Instructions:

1. Using the job posting you have found in the previous two assignments, create a resume that will help you get an interview for the job.
2. Copy and paste the job listing into a Google Doc. This should be included with your resume when you submit your assignment.
3. Create a resume that matches the job you are applying for. Be sure to include these key parts in your resume:
 - a. Your contact information
 - b. Career objective
 - c. Skills and qualifications
 - d. Employment and volunteer experience
 - e. Education and training
4. Submit your resume and the related job posting.

Success Criteria	Level 4	Level 3	Level 2	Level 1
Skills, Strategies, and Habits of Success Your resume is clear in communicating and makes a great first impression. Your resume shows you understand how to properly create a resume and apply for a job.	• No spelling and grammar errors • Formatting, text and spacing all meet professional standards • All key parts of your resume are present • All key parts are correctly completed	• No spelling or grammar errors • Formatting, text and spacing mostly meet professional standards • Four key parts of your resume are present • Four key parts are correctly completed	• Some spelling or grammar errors • Formatting, text and spacing partially meet professional standards • 3 key parts of your resume are present • 3 key parts are correctly completed	• Spelling and grammar errors • Formatting, text and spacing do not meet professional standards • Less than 3 key parts of your resume are present • Less than 3 key parts are correctly completed
Preparing for the World of Work Your resume shows that you have thought about your skills and experience. Your resume shows that you have researched the job you are applying for.	• Skills highlight many of your strengths • Experiences make great connections to relevant skills • Skills highly reflect job posting • Experience is highly relevant to the job	• Skills highlight your strengths • Experiences make good connections to relevant skills • Skills reflect job posting • Experience is relevant to the job	• Skills highlight some of your strengths • Experiences make fair connections to relevant skills • Skills somewhat reflect job posting • Experience is somewhat relevant to the job	• Skills highlight few of your strengths • Experiences make poor connections to relevant skills • Skills poorly reflect job posting • Experience is barely relevant to the job