

ASSIGNMENT SHEET

DESN 250 – Portfolio Review

ASSIGNMENT – Resume

OBJECTIVE

Create a resume for yourself that accurately represents your skills and attributes to effectively work as a tool to gain job interviews in the job search process.

REQUIREMENTS

- Resume must be placed and printed on your personal letterhead
- Resume will be submitted electronically as a PDF and as a plain text file (setup in Word).
- Contact information
- Education information
- Work experience
- Awards and recognition
- Summary of skills and attributes
- References on a second page (3)
- Should conform to one of the standard resume formats discussed in class.

METHOD

1. Gather all necessary information. This should have already been completed at this point.
2. While designing letterhead, be writing the language for the resume in Word to establish the plain text version.
3. Once the letterhead design is complete and approved by the instructor, type information and format to professional standards.
4. Print completed resume and submit to instructor for proofreading and approval. Repeat this process until the resume is perfected.
5. Submit final resume versions for evaluation by instructor in printed and electronic form.

SIZE/COLORS/FORMAT

The format must be letter size paper, vertical. Colors are established by your personal brand. Type must clear and legible, so high value contrast and simple letter forms are indicated.

RESOURCES

<https://www.jobscan.co/resume-formats>

<https://www.thebalance.com/resume-formats-with-examples-and-formatting-tips-2063591>

<https://www.myperfectresume.com/resume-samples/>