**Cooperative Education 120**

**Section: Resume**

**Assignment #3 – Resume Building**

Prepare a chronological resume demonstrating the format that would be use for purpose of attaining an interview for a work placement. Refer to the notes below on format to ensure that it is correct. I have given you two weeks to complete this assignment. I will be building a “fake” resume and posting it to help you. If you have any questions of concerns please do not hesitate to contact me through messenger or email [angela.moody@nbed.nb.ca](mailto:angela.moody@nbed.nb.ca)

Good Luck!

**Mark – 25 Due May 22,2020**

**PURPOSE OF A RESUME:**

* Highlight experience
* Market Skills
* Motivate a potential employer to give you an interview

**TYPES OF RESUMES**:

* Chronological – Place Education first (preferred format for high school students)
* Skills – Place skills when person has a lot of related experience (i.e. often use for trade applications)

**DESIRED LENGTH**

* Generally high school students should have a **single page** – unless there is a great deal of experience that are directly related to the job in which you are applying: redundant (not useful) information should never be included on a resume

**FORMAT OF A CHRONOLOGICAL RESUME:**

* Contact Information: Top center or top right corner – include full address, contact numbers & emails (where applicable)
* Education Left side – year (potential graduate….)
* Work/Volunteer Experience- BEGIN WITH MOST RECENT & WORK BACKWARDS (year/location/title/responsibilities – point form- not redundant
* Skills/interests- Point form (May include employable skills)
* References – name/title/contact information (include three) if you do not have room on the page, write “attached” and put on the following stage

**PET PEEVES:**

* Length- too long or too short
* Paper – not good quality/colored/graphics or diagrams
* Spelling and grammatical errors
* Handwritten (We may make an exception for this if you don’t have access to a computer)
* Irrelevant or repetitive information
* Inflated responsibilities
* Use of word “I”
* Full sentences( not easily scanned)