**Resume/CV**

**Goal:**

To document achievements as a resume or a curriculum vitae (CV) in the area of your expertise for the purpose of getting a job or getting into graduate school.

**Directions:**

Step 1: The Inventory––Working with your Content Mentor, create a document in Word (or comparable word processing software) that inventories your achievements. Do NOT create an Illustrator file or a Photoshop file. Here are the Sections to include:

* Contact Information
* Education
* Awards and Honors
* Projects (with URLs)
* Technical Skills
* Other Professional Experience
* Hobbies

You will bring the inventory to class, **signed by your Content Mentor**, on February 5 at the beginning of class.

Step 2: The Layout––Using the resume examples provided, organize your inventory so that they include the Sections listed above. Keep in mind that we follow a “project-based” resume, not a “chronological-based” template. You will begin work converting your Inventory into your resume in class, so come prepared!

Step 3: The 1st Draft––On March 4 at the beginning of class, you will turn in a paper .doc version of the resume **signed by your Content Mentor** for me to review. I will review it and get it back to you quickly.

Step 4: The Revision of the 1st Draft (the “2nd draft”)––Once you receive my comments, you will produce a revision of your resume/CV and turn it in to me on March 11 at the beginning of class. If there are no further revisions due, you can turn your .doc(x) into a PDF and resend it to me. This will be your completed resume.

Step 5: The Final Draft––I will comment on the 2nd Draft and get it back to you. You will redo this version and get it back to me on March 18 at the beginning of class. Once the document is clear of errors, you are welcome to submit your resume/CV to me as a PDF.. People interested in producing a “design” resume can then begin work on it.

**Timeline:**

* Wednesday, January 22: Introduction to the resume
* Wednesday, February 5: **Signed copy** of your Inventory is due at the beginning of class
* Wednesday, March 4: **Signed copy** of the 1st draft of resume due at the beginning of class as a Word doc (no PDFs) printed out and given to me. This must be signed by your mentor.
* Wednesday, March 11: 2nd Draft of due at the beginning of class as a Word doc (no PDFs) printed out and given to me
* Wednesday, March 25: Final Draft of your resume is due at the beginning of class as a Word doc (no PDFs).

**Assessment:**

Works is assessed in the following way:

* Inventory: 30 points
* 1st Draft: 50 points
* 2nd Draft: 10 points
* Final Draft: 10 points

Total points: 100

Assessment Areas:

* Turned in on time
* Carefully produced and well-thought out content
* Following directions
* Neat and easy to read