**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 upload your inventory to the folder “Resume Project” in the DTC 497 HQ Basecamp site on September 16 at the beginning of class. It must be **signed by your Content Mentor**. Do NOT upload a .pdf. I need a .doc or .docx version. **Please use this naming convention: yourlastname-inventory.doc (or .docx).**

Step 2: The Layout––Using the resume examples available at the CMDC Job Board, <http://dtc-wsuv.org/cmdc-job-board>, 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 October 14 at the beginning of class, you will upload in a paper .doc version of the resume **signed by your Content Mentor** to the folder “Resume Project” in the DTC 497 HQ Basecamp site for me to review. I will review it and get it back to you quickly. **Please use this naming convention: yourlastname-resume-draft1.doc (or .docx).**

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 upload it to the “Resume Project” in the DTC 497 HQ Basecamp site on October 21 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. **Please use this naming convention: yourlastname-resume-draft2.doc (or .docx).**

Step 5: The Final Draft––I will comment on the 2nd Draft and get it back to you. You will redo this version and upload it to the folder “Resume Project” in the DTC 497 HQ Basecamp site on November 4 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. **Please use this naming convention: yourlastname-resume-final.doc (or .docx).**

**Timeline:**

* Wednesday, September 2: Introduction to the resume
* Wednesday, September 16: **Signed copy** of your Inventory is due at the beginning of class
* Wednesday, October 14: **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, October 21: 2nd Draft of due at the beginning of class as a Word doc (no PDFs) printed out and given to me
* Wednesday, November 4: 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