

## Resume Template Assignment

Use the following instructions to create your resume using one of Word's preset resume templates. When finished, upload to Canvas:

1. Open Word. Search for one of the resume templates that Word has available. Select the one that you like the best.
2. Change the document theme to one that you like.
3. Change the margins to 1" on the top/left/right and .5" on the bottom.
4. Use the resume that you created earlier in the semester to insert the correct information into your resume template.
5. Reorder or rename any of the table rows on the page to fit into the order that you would like for them to be in.
6. Your resume should include no less (but not limited to) than the following sections:
  - a. Name/Contact Information
  - b. Education
  - c. Work Experience
  - d. Activities
  - e. Skills
7. Do not leave any sections of your resume blank. You can delete the sections that you do not use.
8. Your entire resume should be no more than 1 page.

This assignment will be worth a total of 50 summative points. Each of the following will be worth 5 points per piece:

- Document theme
- Margins
- Resume sections (Name/Education/Work Experience/Activities/Skills)
- No more than one page
- No sections blank
- Spelling/Punctuation/Grammar