

Document 8:

Resumé

This assessment will measure your ability to use word processing software to demonstrate how to create and format a resumé.

Instructions

1. Complete Assessment Planning Form 8: Resumé.
2. Using word processing software, create a NEW document.
3. Save the file as: Doc8_Assessment.
4. Set up your document using proper resumé format.
5. Using the information from the completed Assessment Planning Form 8: Resumé, create a one-page resumé.
6. Carefully proofread your work for format and grammatical accuracy.
7. Before printing, be sure your resumé includes the following:
 - Contact information
 - Job objective
 - Section headings (Education, Work Experience, Professional Organizations, Skills, Awards, and References)
8. Resave the file.
9. Print a copy of the document if required by your instructor.

Name _____

Date _____

Planning Form 8: **Resumé**

Read the Following Scenario:

Compose and format a resumé for a fictional character of your choice. Use your own prior knowledge about this character or research facts about the character for use in your resumé. You can choose someone from literature, film, or television. For example, you may wish to write a resumé for a superhero and highlight their superpowers as skills, such as superhuman strength.

1. List the fictional character you will create a resumé for.

2. Complete the following contact information for the fictional character you have selected. Note: If actual information is not available, use fictitious data.

| | |
|---------------------------------|--|
| Fictional Character's Full Name | |
| Street Address | |
| City, State, and Zip Code | |
| Phone Number | |
| E-mail Address | |

3. Imagine your fictional character is applying for a job that he/she would be interested in getting. List the job this fictional character is applying for.

4. Compose a concise job objective statement specific to the job that the fictional character is applying for.