

# Resume Assignment

## Objective

To help students identify their skills through the process of crafting a resume.

## Learning Goals

1. Prepare professionally written and formatted career application materials (resume, cover letter, etc.)
2. Articulate their skills and abilities related to each of the NACE Career Readiness Competencies
3. Engage in an effective job search that utilizes resources available through CMU and online

## Resources

[How to Make a Resume \(with examples\)](#)  
[Video: How to Write a Winning Resume](#)  
[Resume Dos and Don'ts](#)

## Assignment

1. Create a one-page resume following the format outlined in class
  - List your experiences using action verbs and short phrases that identify your skills
  - Make your resume visually appealing and error free
  - Use the examples on the Career Development Center website as a guide; avoid using templates
  - Include updated CMU information - do not include high school information
2. Get your resume critiqued by a Career Peer Advisor in the Career Development Center
3. Make the changes recommended by the Career Peer Advisor
4. Submit both your first draft (with critiques) and updated final draft



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