

RESUME ASSIGNMENT

Objective: To effectively articulate career competencies gained through education and experiences to potential employers.

Resources: Resume writing guide and resources provided by the Center for Career Development <https://career.utk.edu/students/develop-career-tools/resumes-cover-letters/>

Assignment:

Develop a one page resume following the format recommended in the *Vol Guide to Resume Writing*

- List your experiences using action verbs and short phrases that identify skills
- Make your resume visually appealing and error free, e.g., white paper, black ink
- The Center for Career Development recommends creating your own document rather than using templates in Word because they are inflexible

Before Submitting Your Resume:

- Get your resume critiqued by a Peer Career Advisor during Drop-in Hours at the Center for Career Development