

Create Your Résumé

Directions:

Use the rubric provided to create a resume for you. Only use REAL information, don't make anything up. READ THE RUBRIC! The information below has been provided to you as a resource to help you create the best resume you can.

Useful links for: Resume Creation

<http://www.howcast.com/videos/2278-how-to-write-a-resume/>

<https://support.office.com/en-us/article/Video-Format-a-resume-with-a-template-0c4453e0-e3e1-4324-b6a2-1c974eb05f09>

<http://www.writeexpress.com/resume-high-school-student-or-teenager.html>

[https://www.career.arizona.edu/potpourri/videos/five-student-resume-no-nos-\(video\)](https://www.career.arizona.edu/potpourri/videos/five-student-resume-no-nos-(video))

<http://www.careerspots.com/newplayer/default.aspx?key=Y0XxR7yfzhCXjdhCSS93oQ2&pref=https://www.careercenter.illinois.edu/students/resume/videos&src=IndividualVideo&>

<http://www.careerspots.com/newplayer/default.aspx?key=BbHPnfvL9XJtuLT9bmPSOQ2&pref=https://www.careercenter.illinois.edu/students/resume/videos&src=IndividualVideo&>

<https://www.youtube.com/watch?v=1tMBWQS2WV8>

<https://www.youtube.com/watch?v=Z1ccyPmLHj8>

<http://www.gcflearnfree.org/jobsearch/resumewriting>

<http://video.about.com/careerplanning/Top-5-Pitfalls-of-Resumes.htm>

<http://www.studypoint.com/ed/high-school-student-resume/>

How to Access Templates in Microsoft Word

1. Click on the File Tab on the Microsoft Ribbon (this is called “Backstage View”).
2. Click New from the list on the left side of the screen.
3. Click on Sample Templates or the Business folder to find resume template options.
4. Click on the template you would like to use.
5. Click Download – the template should now appear on the Home Tab of the Microsoft Ribbon, ready to use.

Further Study – Important Issues to Consider

Video Resumes (Pros & Cons)

Would a video resume help you get a job? Watch the following videos to help you decide.

(Please note: You may not create a video resume for this assignment, this information is provided to educate you about important trends in career development.)

<https://www.youtube.com/watch?v=KovVSfeOzt0>

https://www.youtube.com/watch?v=XV8m9GYcc_Q

<http://jobsearch.about.com/od/videoresumes/a/videoresume.htm>

<https://www.youtube.com/watch?v=dOcmtfdwW0>

<http://hananwoerder.weebly.com/blog/advantages-disadvantages-of-video-resume>

Personal Webpages

<http://www.forbes.com/sites/jacquelynsmith/2013/04/16/how-social-media-can-help-or-hurt-your-job-search/>

<http://www.forbes.com/sites/jacquelynsmith/2013/04/26/why-every-job-seeker-should-have-a-personal-website-and-what-it-should-include/>

<http://money.usnews.com/money/blogs/outside-voices-careers/2015/08/12/6-reasons-you-need-a-personal-website>

The Role of Social Media in Career Development

<http://money.usnews.com/money/blogs/outside-voices-careers/2013/04/09/virtual-media-rich-resumes-the-pros-and-cons>

<http://money.cnn.com/video/technology/2015/06/26/campus-about-me-tony-conrad.cnnmoney/>

<http://www.cio.com/article/2926719/social-media/is-your-social-media-presence-hurting-your-job-search.html>

<http://www.job-hunt.org/social-networking/social-media.shtml>

<http://www.yourcareersource.com/SocialMediaforJobSeekers.php>