

# Resume Writing Assignment

MS Word

A resume is a written compilation of your education, work experience, credentials, and accomplishments that is used to apply for jobs. It is one of the most important pieces of any job application.

You will choose 1 resume template from link provided, then you will create a resume. You will need to correctly and appropriately fill out the required fields on the resume template.

Do your best and remember to always highlight your skills and accomplishments. Additionally, extracurricular activities are also important to include.

All work will be saved into a new folder titled, **RESUME**, inside your network folder.

<b><u>Requirement</u></b>	<b><u>Points</u></b>
Choose & Download 1 Template	20
Edit template	40
Save completed Resume as .docx & .pdf format	20
total	80