

RESUME

Part of creating your portfolio will be including a Resume of what your skills and work experience include. You will need to create a resume for yourself with accurate information. I do understand that some of you will not have "real" work experience yet, but you do have classes and skill you can include. You will need to create a 1 page resume (Do not to go over 1 page). BUT, this is a graphics class so it is expected that you create something visually appealing. I have put several examples below to give you an idea.

We will be using a new software to create the layout and text, InDesign. But you may use Photoshop or Illustrator to create your images for your design.

RUBRIC:

Name _____ Period _____

Opening/Intro: <ul style="list-style-type: none"> Includes name, address, telephone, email, mailing address 		10pts.
Objective <ul style="list-style-type: none"> Objective is focused, targeted, and concise 		10pts.
Education <ul style="list-style-type: none"> Education section emphasizes <i>relevant</i> coursework, GPA if better than average, what degree student expects to attain. Education is put <i>before</i> employment unless student has extensive career-related job experience. Education is listed in reverse chronological order and all institution/degree info is listed. Education includes computer skills, software, and certifications. 		20 pts.
Work <ul style="list-style-type: none"> Work experience includes job titles, locations, list of duties or accomplishments Work experience included is most relevant to job target 		20 pts.
Format <ul style="list-style-type: none"> 1-2 pages Balanced, white space, good font choices, pleasing design 		20 pts.
Grammar and punctuation <ul style="list-style-type: none"> No spelling errors No grammatical errors Word processing mechanics are perfect 		20 pts.
TOTAL		100pts.