

## Resume Building Activity



This assignment relates to the *Plan and Take Action* stage of the Career Planning Process. A resume is a necessary document for the job/internship process. This assignment is designed to practice creating a resume and to help you learn how to make your resume more effective, which will benefit you as you apply for jobs/internships. For this assignment, you will get feedback from a professional by submitting your resume for an online review on the Career Development Center website ([www.careers.uco.edu](http://www.careers.uco.edu).) Follow these steps:

1. Update your resume based on the information we went over in class on how to properly write a resume. This step is going to save you and the Career Development Center professional time and effort by doing some revisions on your own first.
2. Go to the UCO Career Development website and look for the "Resume Review" button. Click on the button to go to a submission form.
3. Fill out the form and upload your resume. When filling out the form, make sure you select the industry that is most closely related to what you want your resume to be tailored for. This will ensure it gets to the correct Career Development Specialist.
4. Your resume will be reviewed within 2 business days and you will receive a response by a Career Development Specialist with feedback. *Please note that during high traffic times, your resume may take longer to review. Make sure you submit it several days in advance of the assignment due date to ensure you receive feedback in time.*
6. If you are notified that you need to make edits, look at the feedback and make revisions.
8. Once your resume has been updated and ready to turn in for your assignment, upload the final copy of the resume as well as a copy of the recommendations you received by the Career Development Specialist to receive \_\_\_\_ points.

You have \_\_\_\_ weeks to complete this assignment, but you should not wait until the last minute. This is a process. It is likely that you will not receive an approved resume the first time. It may take two or three reviews or more before your resume is approved. Each time you submit your resume, it can take up to 2 business days for it to be reviewed and it will not be reviewed on the weekends. Allow time to have it reviewed as well as time to make revisions and resubmit. The more closely you follow the review comments when making

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revisions, the easier this process will be. It also may be beneficial for you to have an in person review before submitting it online. This will allow you to have a discussion about your resume and get any questions answered before having it reviewed online. This may help in cases where feedback is more complicated.

Your final resume is due on \_\_\_\_\_ by \_\_\_\_\_ in D2L.

*\*\*\*\*Note for Instructors: You may also adapt these instructions to fit the level of final draft you want the students to submit. These instructions are for one review and revisions. You may also request that they continue to submit their resume until they receive an email saying that there are no additional recommended changes. Options to demonstrate proof of review could be the original critiqued draft or one of the emails they received stating whether or not changes have been recommended. The emails will not typically describe the changes that are being recommended, but will show proof that it has been reviewed.*