***RESUME WRITING ASSIGNMENT***

# of total assignment points

**Assignment learning goals:**

1. Student will demonstrate the ability to create a professional resume suitable for applying to pursuing internships, co-ops, jobs, and/or or other experiential education opportunities.
2. Student will produce a resume with proper grammar, spelling, and format.
3. Student will be able to communication previous experiences and skills through bullet point development for the targeted purpose.

**Appointment types for students:**

The Career Development Center (CDC) offers students the opportunity to have their resume and cover letters reviewed by career advisors through the following formats:

1. **Resume Review Appointment:** 30–50-minute virtual or in-person appointment with a Career Advisors to review your resume. Monday-Friday from 8:00AM-4:30PM. Students can schedule an appointment through [Handshake](https://mavjobs.joinhandshake.com/appointments).
2. **QuickCareer Question Appointments:** Virtual appointments with a Career Advisors are Monday-Friday from 8:00AM-4:30PM. This appointment is for career questions that would take 30 minutes or less.
3. **Drop-In Hours:** Contact the Career Development Center to learn more about drop-in days and hours available. This drop-in appointment is for career questions that would take 15 minutes or less. \*Drop-In Hours vary each semester

\* Faculty requesting a Resume Review with the Career Development Center as part of the assignment criteria are required to request this limited service in advance. We will do our best to accommodate resume reviews for your class, however, our staffing resources are limited. Please submit your course name, class list and assignment due date to CDC@mnsu.edu at your earliest convenience and your career liaison will be in touch with you further about the process.

**Resources for student use:**

* ***Job Search Handbook***(PDF)- Includes resume writing tips and samples.
	+ Access from the CDC Website: <https://mankato.mnsu.edu/university-life/career-development-center/job-search-handbook/>
	+ OR stop by the Career Development Center 209 Wigley Administration (second floor) for a hardcopy.
* [**Candid Career Video Library:**](https://www.candidcareer.com/gethired_detail.php?chid=48&p=career&shared=MNSU&UID=4272) **Get Hired: Resume Writing Channel**