

STUDENT RESUME ASSIGNMENT

Course: Career Development (CDW 100)

Assignment: Create or update your resume

Purpose of This Assignment

The purpose of this assignment is to give students the opportunity to begin archiving their professional experience, in the form of a resume, and to give them a template with which to begin that archival work. Many graduates find themselves never having been required to submit a resume and not knowing the format appropriate to such a document. In the interest of closing that gap, students are asked in this assignment to follow the template, provided below, to compose a working resume, which they will edit as necessary in the future.

Basic Resume Requirements

- Resume is created or updated for internship / employment purposes
- Designed for a human reader (clear, professional, easy to scan)
- Neatly formatted and visually organized
- Limited to one page (single-sided, 8.5 × 11 white paper)
- 12-point font (Times New Roman or similar professional font)

Required Resume Sections

- Contact Information** (Name, phone number, professional email, city/state)
- Objective Statement** (Clearly states the position or opportunity you are seeking)
- Education** (Current program, institution, anticipated graduation date)
- Work Experience** (*if applicable*) (Employer/organization, dates, responsibilities)
- Technical / Relevant Skills** (Software, equipment, platforms, certifications, etc.)
- Background / Activities** (Awards, honors, memberships, extracurricular activities, etc)
- Optional Sections** (*if applicable*)
 - Relevant Coursework, Academic or Professional Projects
 - Certifications / Licenses
 - Clinical Experience / Internship

Final Checklist Before Submission

- ✓ No spelling or grammar errors
- ✓ Consistent formatting throughout
- ✓ Professional language used
- ✓ Contact information is accurate
- ✓ Resume is easy to read and well-spaced

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Resume Resources

Canva – Free Resume & Templates

Create modern, customizable resumes with hundreds of designer-made templates.

👉 <https://www.canva.com/create/resumes/>

- **Resume.com – Free Resume Builder**

100% free resume builder with simple templates and customization options.

👉 <https://www.resume.com/>

- **Resume.org – Free Resume Templates + AI Builder**

Offers ATS-friendly templates and AI-assisted writing help.

👉 <https://www.resume.org/>

- **ResumeGenius – Modern Templates**

35+ recruiter-approved, modern templates and guided input.

👉 <https://resumegenius.com/>

- **Resume.io – Free Resume Templates (PDF/Word)**

Modern and professional designs suitable for students and entry-level resumes.

👉 <https://resume.io/resume-templates>