



RESUME WRITING ASSIGNMENT

Using provided resources for guidance, student prepares an effective professional resume (as differentiated from a college entrance version).

Assignment learning goals:

1. Student will produce a professional resume suitable for use in pursuing internships, co-ops, and/or other experiential education opportunities.

Resources for student use:

- **Resume Resources page on Career & Co-op Center website**
<https://www.uml.edu/student-services/Career-Services/students/for-undergrad-students/Resumes-Cover-Letters/Resumes.aspx>
- **Career & Co-op Center's Effective Resume Writing packet (pdf)**
CareerLINK Resource Library accessed via the Career & Co-op website: <http://career.uml.edu>
- **The Resume Corner**
One-hour resume basics presentation offered bi-weekly

Additional Career & Co-op Center resources for faculty and/or student use:

- Resume critique rubric
- Drop-in hours