

Choices and Challenges

Resume Assignment

Due: 01/13/04

Compose your professional resume. Remember what was said about designing a good looking and superior resume. THIS ASSIGNMENT WILL NOT BE ACCEPTED ON EMAIL. PLEASE TURN IN A HARD COPY.

Include the following in this document:

1. Your Name and Address
2. Your personal description (using Concrete Nouns and Action Verbs)
3. Any work experience (Employer's Name, address, and phone # included)
4. Education (do not list your GPA)
5. Three References (Names, Addresses, Phone #, and relationship to you)
6. Other Information (e.g. hobbies, talents, etc. that may be RELEVANT to a job)
7. Date the resume (e.g. "Date Prepared: 01/11/04)