

# Class Resume Assignment: SOAR- Realize a Successful Landing

**DUE DATE:** \_\_\_\_\_

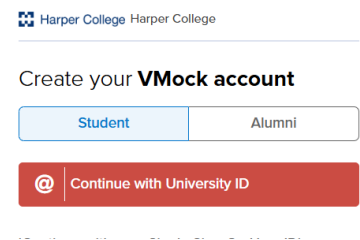
**OBJECTIVE:** To understand the components of a resume and how to create a resume that can be used for a class assignment, current or future job search, scholarship, and/or transfer application.

**OUTCOMES:** Students will:

- (Optional) search and identify a position of interest
- become familiar with the purpose and key components of a resume (See reverse for checklist)
- complete a resume based on instructor requirements

## **RESUME CREATION:**

Using VMock: [www.VMock.com/Harper](http://www.VMock.com/Harper)



### ➤ **Step 1: Learn about Resume Features**

- Review Resume Checklist (reverse side)

### ➤ **Step 2: Sign up**

- Go to VMock.com/Harper
- Select “Student” and enter your Harper email address
- Create a profile

### ➤ **Step 3: Resume Creation and Revision**

- Create a new resume from scratch **OR** upload a PDF of a current resume
- Complete revisions on resume based on **all** feedback and resubmit updated resume for new score (a maximum of 10 uploads to rescore your resume are allowed)
- (Optional)** Once all revisions are made, request feedback through “Network Feedback” in the VMock system or through a 1:1 appointment (Workforce Coordinators in the Job Placement Resource Center provide the feedback. **Feedback may take up to two weeks**)

### ➤ **Step 4: Download**

- If required, take a screenshot and print your resume score (s)
- Download final resume as a word document

### ➤ **Step 5: (if applicable): Make Final Adjustments**

- Add specific information required for the assignment that fall outside of the resume checklist (see reverse):
  - \_\_\_\_\_
  - \_\_\_\_\_

### ➤ **Step 6: Turn in resume**

- Student turns in resume assignment and optional screenshot of score

For additional resources and support connect with the Job Placement Resource Center

[jprc@harpercollege.edu](mailto:jprc@harpercollege.edu)  
[www.harpercollege.edu/jprc/student/resumes/index.php](http://www.harpercollege.edu/jprc/student/resumes/index.php)

Building I 1117  
847.925.6400

# RESUME CHECKLIST

## PURPOSE OF RESUME → TO GET INTERVIEWS!

- Person whose qualifications most closely match those sought by the employer gets the interview.
- Use same skills/key words in resume as those sought by the employer and provide specific examples.

## Key Items for Consideration

- Use blank Microsoft Word document (.doc) - no Google docs or Templates.
- One page only – unless significant related employment/experience (resume should be maximum of 2 pages).
- Use consistent indentation, capitalization, font style, spacing, and margins (1 inch max, ½ inch min).
- Use a standard font like Calibri or Arial, 11 point is best.
- No personal pronouns (I, me, you, he, she...).
- Use **boldface** for the most important information.
- No photos or personal information (e.g., such as date of birth or hobbies).

## RESUME COMPONENTS

### Name and Contact Information

- Should be at the top of your resume.
- Name is bolded and 12–14-point font, same type as the rest of your resume.
- Your City, State, Zip Code (optional), email, and phone number same font size as main body text (11 point).
- Email should be professional (e.g., NOT rockstar@gmail.com) and one you check daily.

### Headline/Job Title and/or Summary Statement (optional)

- Should be specific to position or industry.
- Do not include headline/job title if you are unsure of position(s) employer has available.
- Click here to download the [Summary Checklist](#).

### Education

- List College, City, State, degree/certificate earned or current program of study and expected graduation date.
- Once enrolled in college credit courses, high school diploma or equivalency should not be included.
- Optional components: GPA if above 3.5, previous colleges attended listed with most recent first and include type of coursework taken or credential received, relevant coursework, accreditations/certifications, or licenses.

### Skills

- Skills section should include relevant skills such as proficiency in certain computer programs, applications, or languages, and fluency in a language in addition to English.

### Employment -- use “Experience” as section title if including relevant unpaid position(s)

- Start with most recent experience first and go backward in chronological order for positions held within the past 10-15 years.
- Include employer/organization name, location (City, State), job title and dates of employment.
- Give details. Employers want to know exactly what you did, how you used your skills, and what you accomplished.
- Use “bullet” point statements, starting with an action verb to show what you did, how you did it and the outcome.
- Check to make sure statements are in correct tense. Present tense if currently performing task, past tense if no longer performing task or in position.

### Volunteer, Activities, Awards/Honors, Military, Professional Affiliations (Optional)

- Employers want examples of initiative, leadership, teamwork, and other job-related skills. Demonstrate this by including experience and involvement in activities and achievements.

**\*\*\*Note: If you need a two-page resume, it should be two separate sheets of paper. Do NOT staple, paper clip, or print back-to-back. Include your name, email address and page number on the second page.**

**\*\*\*If your resume is two pages, the second page should fill more than just a quarter of the page.**