

Coming Full Circle to a New Place

Updating Your Resumé

Now that you have finished your Co-op placement, you have new skills and new experiences!

You will have to update your resumé before applying for another job!

Instructions

Create a new updated resumé for yourself. Use your old resumé as a starting point, and add your new experiences!

Please note

Your exit resumé will be part of your final 30% of your mark for this course!

Marks

Spacing is even and clear	/ 5
Text is not crowded	/ 5
Spelling and grammar are correct	/ 5
Information is clear	<u>/ 5</u>
TOTAL:	/20

Communication

	50–59%	60–69%	70–79%	80–100%
Use of forms of communication through resumé writing	Demonstrates limited command of the various forms	Demonstrates moderate command of the various forms	Demonstrates considerable command of the various forms	Demonstrates extensive command of the various forms

Application

	50–59%	60–69%	70–79%	80–100%
Application of current technology—computer and word-processing software	Uses technology with limited appropriateness and effectiveness	Uses technology with moderate appropriateness and effectiveness	Uses technology with considerable appropriateness and effectiveness	Uses technology with a high degree of appropriateness and effectiveness