B U S I N E S S M A N A G E M E N T 1ST S E M E S T E R F I N A L

Use your job searching resources to identify a job in your field that you would like to apply for and create a resume for it. Make sure your objective statement is brief and specific to the position you are applying for. Use your knowledge of soft skills and action verbs to describe your experience, skills and abilities. Attach/include a copy of the position you are applying for with your completed resume in an email to me by Tuesday, January 13, 2015

Resume rubric

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| --- | --- |
|  | Points |
| Resume includes:* Contact Information
* Job Objective
* Education
* Relative Employment History
* Skills and Abilities
* Activities and Honors
* References
 | 50 |
| Contact information includes appropriate telephone and email information | 5 |
| Objective is written for a clearly stated position | 10 |
| Education includes expected graduation date | 5 |
| Action verbs were used to describe experience and/or skills | 10 |
| Soft skills were identified and explained | 10 |
| Resume is free from all spelling and grammatical errors | 10 |
| TOTAL POINTS POSSIBLE | 100 |