



Resume Writing Assignment

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

Assignment learning goals:

- 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 Connections Website:
- [Resume Quick Start Guide – Career Connections | Texas Woman's University](#)
- [Resume/Cover Letter Prep – Career Connections | Texas Woman's University](#)
- [Beating the Bots: Optimizing Your Resume for Your Job Search](#)
- [Action Verb List](#)

Additional Career Connections resources for faculty and/or student use:

- [Resume Rubric](#) for grading/evaluating resumes

*****If you would like to assign your students to meet with a career consultant or to have a class presentation, please consult with your college's career consultant PRIOR to the start of the semester. We want to ensure we are able to manage all class requests.***

- Resume review 1:1 appointment with our career consultants.
 - o <https://app.joinhandshake.com/appointments>
- Resume Writing Presentation to your class by a consultant.
 - o Email careers@twu.edu to schedule.

Texas Woman's University Career Connections Center
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