

ASSIGNMENT #10 – EXIT RESUME

- Prepare an updated resume which includes your co-op placement.
 - This may be listed in the **Work Experience section** or in the **Volunteer Activities section**, whichever is more appropriate.
 - This needs to be inserted in chronological order.
- Revise the Objective so that it does not specify looking for a co-op placement but rather a part-time job.
- Update the skills section if you have acquired new skills or if you have completed new training.

For example:

Teacher's Aide (Co-op), Vincent Massey Public School

September 2009 - January, 2010

- Assisted the teacher with circle time in a junior kindergarten class
- Read stories and sang songs to small groups of children
- Supervised free play
- Prepared craft materials
- Photocopied, filed and laminated materials
- Maintained cleanliness of the classroom

Due Date: _____

Evaluation: Refer to the marking scheme which follows.

Hint: Ask your supervisor for a Letter of Recommendation or ask them if you may use them as a reference when applying for a future job.

****** Marking Scheme ~ Exit Resume ******

Student Name: _____

Category	Marks
<p><u>Knowledge and Understanding</u> The resume includes the required components:</p> <ul style="list-style-type: none"> <input type="radio"/> Personal Data <input type="radio"/> Profile / Objective <input type="radio"/> Skills <input type="radio"/> Education <input type="radio"/> Work Experience (if applicable) <input type="radio"/> Volunteer Activities (if applicable) <input type="radio"/> Extra-curricular activities (if applicable) <input type="radio"/> Interests <input type="radio"/> References 	/5
<p><u>Thinking and Inquiry</u> Reflects the connection between relevant personal qualifications and skills and the requirements of the co-op placement.</p>	/5
<p><u>Communication</u> Demonstrates appropriate use of vocabulary and conventions:</p> <ul style="list-style-type: none"> <input type="radio"/> Vocabulary <input type="radio"/> Action Verbs are used to describe tasks <input type="radio"/> Spelling <input type="radio"/> Grammar <input type="radio"/> Capitalization <input type="radio"/> Punctuation 	/5
<p><u>Application</u> Demonstrates appropriate use of word processing software to create an effective layout and design:</p> <ul style="list-style-type: none"> <input type="radio"/> Line spacing and white space <input type="radio"/> Headings stand out and are well formatted <input type="radio"/> Fonts are easy to read and professional <input type="radio"/> Bullets are used to enumerate a list of items <input type="radio"/> Point form is used <input type="radio"/> Bold, italics, underlining, Small Caps etc. 	/5
<i>Total</i>	<i>/20</i>