Additional Resume Work

At our D2L site (under the Book Chapters folder) you’ll find a job description and a resume that responds to it. In groups, discuss the following:

Your own assignment asks you to submit a job ad with your resume tailored to it, and one of the main things I will look for is how well your resume does this, how well it responds to the needs of the reader (does your resume clearly reference the job ad and have a “you” attitude?). First, read over the job description, taking note of the kind of person or skills the ad asks for. Then look at the resume again: how well does this resume answer the needs of its reader? which of the skills or main points you came up with are not met? How can you change or improve what is here?

(if time):

Flip back to chapter 1 and the “measures of excellence in technical documents” infographic. How well does this resume meet these? which are not met and why? You might make a quick list of the 8 measures and jot down some brief notes. (some might not apply as much, or you feel you can’t answer effectively. Just say so!)