

Resume Builder Activity

Background:

You probably already have a resume that you've created for a course or job opportunity in the past. This activity is designed to help you start fresh with resume-building software to generate a new resume (complete with best practices for content and design). You can then compare the software-generated resume to the resume you've used in the past. You may find that you still want to use some combination of your previous resume and the new version. As a side note, the process you'll undertake to complete the resume-building software will be similar to applying for jobs in the future. That is, even when you have a resume in a Word doc or PDF, you'll likely be asked to cut-and-paste the content from your resume into a company's online application.

Instructions:

Step 1: Use the following service to create a resume:

- <https://www.jobscan.co/> (After you sign up for the free version, click on your name in the top right corner of the next screen. Then, click "Resume Builder" followed by "Build My Resume" and finally "Create a new resume." Follow the instructions/steps to build the resume).

Step 2: When the new resume is complete, download a copy as either a Word document or PDF. You will need to submit the downloaded copy to receive credit for completing the assignment.

Submission Requirements:

To receive credit for the assignment you will upload the following files:

1. A downloaded copy of the new resume you create.
2. A copy of your previous resume. It doesn't matter how thorough or effective the previous resume is for this assignment. The goal is to compare a previous resume to the newly built resume.
3. A Word document with 150-250 words addressing all of the following:
 - Describe 3 aspects you like about the new resume
 - Describe 3 aspects that surprised you about the completed resume
 - Discuss whether you will use your previous resume, the new resume, or some combination of the two.