

Resume Building Business Communication

The objective of this assignment is to help you with the task of writing your resume. Working individually, answer the following questions, using definitive language and action verbs whenever possible.

Before you limit your employment search to a particular industry or job, analyze what you have to offer and what you hope to get from your work.

1. List your education, work experience, and extracurricular activities and answer the following:

- a. What do your knowledge and experience qualify you to do?
- b. What have you learned from volunteer work or class projects that could benefit you on the job?
- c. Have you held any offices, won any awards or scholarships, mastered a second language?

2. Identify 10 achievements you are proud of, (such as learning to ski, taking a prize-winning photo, tutoring a child, or editing your school paper).

3. Make a list of what you believe are your four or five most important qualities.

- a. How might some of these be valuable to a potential employer?