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Responsibility → Action → Result

### REQUIREMENTS FOR METC 110 WRITING ASSIGNMENT:

Throughout your lifetime you will have many opportunities to send someone your Resume. Oftentimes that is the only thing that a potential employer will look at in deciding whether or not to give you an interview for a job. You will need a Resume to apply for internships as part of your graduation requirements here at EWU, so the time for creating a quality Resume is coming quicker than you think. For this assignment I want you to create your very own, personal Resume as described below.

1. Write a one-page Resume as if you were going to use it to apply for the job listing found on the course Blackboard website appropriate to your major.
2. Include a one-page cover letter and staple it on top of your Resume.
3. A bonus point will be given if it is obvious that the Resume and cover letter are printed on quality paper (a step above standard printer/copier paper). Quality paper sends a signal that what is printed on it is a quality Resume.
4. This must be Word Processed (i.e. not hand written).
5. Due date is ~~Friday, February 15<sup>th</sup>~~ at the beginning of class.
6. Some resources to help you: *Jan 26*
  - a. "Resumes that Knock 'em Dead" by Martin Yate
  - b. [www.southworth.com](http://www.southworth.com) (specialty centers --> job search center)
  - c. [CareerBuilder.com](http://CareerBuilder.com) has a resume center (can submit for evaluation)
  - d. Career Services, Showalter 101, 359-6365
  - e. EWU Writer's Center in the JFK Library Learning Commons
7. The following are some things to think about as you do this assignment:
  - a. There is no universal Resume format.
  - b. Write on only one side of the paper.
  - c. Be sure to sign your cover letter in black or blue ink.
  - d. Don't lie, but really sell yourself.
  - e. Be sure that your name and contact information are easy to find (at the top).
  - f. Try your Resume out on a friend and see what they think.
  - g. Put your cover-letter on paper that matches your Resume.
  - h. Try the Responsibility-Action-Result format for some of your items.
  - i. Your Resume should answer the following four questions:
    - a. What do you want?
    - b. Why are you qualified to do it?
    - c. Where have you done it?
    - d. How well have you done it?
  - j. Some typical subheading areas on Resumes are:
    - a. Education/Professional Education
    - b. Experience
    - c. Certifications/Qualifications/Licenses
    - d. Work History
    - e. Interests/Hobbies
    - f. Personal Information (be careful, remember legal issues)
  - k. Select strong action verbs, concrete nouns and positive modifiers.
  - l. Choose words that convey action and competency: