

Resume Building Activity



This assignment relates to the *Plan and Take Action* stage of the Career Planning Process. A resume is a necessary document for the job/internship process. This assignment is designed to practice creating a resume and to help you learn how to make your resume more effective, which will benefit you as you apply for jobs/internships. For this assignment, you will get feedback from a professional by submitting your resume to the Review Center of Optimal Resume (Optimal Resume is found on the Career Development Center website www.careers.uco.edu.) Follow these steps:

1. Update your resume based on the information we went over in class on how to properly write a resume. This step is going to save you and the Career Development Center professional time and effort by doing some revisions on your own first.
2. You will need to create an account in Optimal Resume. Go to the UCO Career Development website and look for the "Build A Resume" button. Click on the button to go to Optimal Resume.
3. Once your account is created either upload a resume or build one using the Optimal Resume system.
4. Once your resume is ready to be reviewed, you will need to submit it separately into the Review Center. *Note: When uploading a resume to your account, you still have to follow this second step and actually send it to the Review Center or it will not get reviewed.*
5. Your resume will be reviewed within 3 business days and you will receive either recommendations for changes or approval status by a Career Development Specialist. You should receive an email letting you know of your status.
6. If you are notified that you need to make edits, look at the feedback and make revisions.
7. Submit your revised resume to the Review Center again for a review. You must continue to submit your resume and make revisions until you receive approval. Each time the resume is reviewed, you will get notification of your status.
8. Once you receive approval, upload the approved copy of the resume as well as the email that states your resume has been approved in order to receive ____ points.

Resume Building Activity

You have ____ weeks to complete this assignment, but you should not wait until the last minute. This is a process. It is likely that you will not receive an approved resume the first time. It may take two or three reviews or more before your resume is approved. Each time you submit your resume, it can take up to 2 business days for it to be reviewed and it will not be reviewed on the weekends. Allow time to have it reviewed as well as time to make revisions and resubmit. The more closely you follow the review comments when making revisions, the easier this process will be. It also may be beneficial for you to have an in person review before submitting it to Optimal Resume. This will allow you to have a discussion about your resume and get any questions answered before having it reviewed online. This may help in cases where feedback is more complicated.

Your final resume is due on _____ by _____ in D2L.