**Resume Assignment**

Instructions: There are two parts in this assignment: A) online job search and B) resume building.

Part A) Your task is to search for three jobs, which you qualify for, through online search. First, list those three jobs you found on a Word document with their job descriptions. Second, pick one of the three jobs and explain why you chose that job.

Part B) Your task is to create a resume for the job you have chosen. Following the template given in class, create your own resume.

**Breakdown of marks**

Part A:

* Three jobs are listed with descriptions (5 marks)
* Out of the three jobs, one is chosen with an explanation (5 marks)

Part B:

* Followed the template and looks professional (10 marks)
* Two references on a separate piece of paper; one personal reference and one business reference required (5 marks)
* No grammatical errors (5 marks)

(For every three grammatical errors, one mark will be taken off)

Total: 30 marks