

Performance Assessment Task

Resume

Environment	Outside Assignment
Strategy	Written Product
Evaluators	Instructor, Employer

Target Competency

Prepare a resume

Directions

For this assignment you will develop a resume that you can use for your next job search. You will use a word processing program to create a resume so you can save it. This will enable you to use this resume as a foundation document that you can revise and update as your job search progresses.

First, develop a rough draft. Revise it in response to peer and instructor review. Prepare a final draft and print it on high quality paper on a laser printer. You may use support offered in the computer lab or use a commercial copy house.

Scenario/Prompt

For the purposes of this assignment, choose a target position for which you plan to apply. If you are not yet ready to actually apply for a position, choose one that is similar to the type of position you intend to pursue. (Ask your instructor for sample positions if you have difficulty finding one on your own.) Write this resume as if you were actually applying for this job.

Directions to the Evaluator

Please review this learner's resume, providing feedback according to the Scoring Guide. Treat this resume as if the learner were actually applying for the target position. Explain how you would respond if you were the prospective employer. Predict whether or not the learner would be likely to get the job.

The learner will appreciate feedback that will lead to revisions and an improved product.

Scoring Standard

You must earn a score of 2 or higher on each criterion to earn credit for this assignment.

Rating Scale

- 1 Does not meet criterion. Might cause learner to be screened from pool.
- 2 Meets minimal criterion. Would prevent learner from being screened out of the interview pool.
- 3 Meets criterion. Would help make learner a viable candidate.
- 4 Exceeds criterion. Would place learner in a highly competitive position.

Criteria	Rating
1. Resume contains relevant information.	4 3 2 1
2. Resume contains clear evidence of the skills/training necessary to do the job	4 3 2 1
3. Resume includes a minimum of three results	4 3 2 1
4. Resume documents work history	4 3 2 1
5. Resume leaves impression of worthwhile worker and likeable person	4 3 2 1
6. Resume is easy to read: no complete sentences, elimination of "I," no long paragraphs, organized to highlight most important information, no non-essential information	4 3 2 1
7. Resume is of professional type quality	4 3 2 1
8. Resume is stored electronically for reference and update	4 3 2 1
9. Resume exhibits 100% correct and appropriate grammar, punctuation, spelling, syntax, and word usage	4 3 2 1
10. Resume fulfills a clear purpose	4 3 2 1
11. Resume reflects accurate analysis of the target audience	4 3 2 1
12. Resume presents factual information accurately	4 3 2 1