



Resume Writing Assignment

Using provided resources for guidance, the student prepares an effective professional resume (as differentiated from a college entrance version).

Learning Goals:

- Student will produce a professional resume for use in pursuing internships, co-ops, full time jobs, and/or other experiential education opportunities which will include:
 - Clarifying career interests
 - Highlighting pertinent educational achievements
 - Describing relevant experiences
 - Utilizing correct grammar, punctuation, and formatting

Resources for Student Use:

- Create a Resume page on Career and Professional Development website
- [Schedule an Appointment](#) for Resume Creation or Review with the Office of Career and Professional Development

Additional Resources for Faculty/Staff

- Schedule a Resume Writing Workshop for your class
 - Email leonelle.thompson@langston.edu to schedule.