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**Resume Assignment**

The purpose of this assignment is to help you develop a resume that provides a summary of all the relevant skills, experience and education to market you to an employer.

**Steps:**

1. Locate an internship or full-time entry-level position related to your major/career interests. You can use [Viterbi Career Gateway](https://viterbicareers.usc.edu/gateway/) or [LinkedIn](https://www.linkedin.com/jobs/) to find a position.
2. Create a draft copy of your resume customized to the position identified in the job/position description (job posting).
3. Review and update your draft copy including all the relevant information mentioned in the resume checklist.
4. Bring the Resume Checklist (next page), position description of the job/internship, and your resume draft into Ronald Tutor Hall 218 during [Drop-In Career Counseling](https://viterbicareers.usc.edu/advising/#Drop-In).
5. Meet with a Career Adviser to review your documents and obtain a signature (Resume Checklist) from the reviewer.
6. Edit and update your resume based on the suggestions and information provided by the Career Adviser.
7. Turn in your reviewed and signed rough drafts along with the final version of your resume by the deadline indicated on the syllabus.

**Resume 101**

Your resume should read more like a “highlights” or a marketing brochure of what you have to offer rather than an autobiography. The document should attract the attention of the reader and generate an interest in meeting you in-person. It is critically important for you to develop a resume that displays your relevant skills and experience to respond to the needs of the position and employer. You also do not want an employer to view you as unprofessional and unmotivated with spelling and grammatical errors and sloppy formatting. Employers can often translate the amount of effort you put into this document by your attention to detail and how closely you have tailored it to the position description (job posting). A tailored resume with relevant content will lead an employer to recognize how you are clearly qualified and a good fit for the position and their organization. Similar to your own career and professional growth, your resume needs to reflect the new skills and experience as you accumulate more knowledge, skills, and experience in your academics, campus involvement and internships. Therefore, you should update this document as often as you develop more skills rather than waiting until you are actually seeking new employment opportunities. Lastly, a resume is a first impression of you as a qualified candidate. Impress the reader with content that includes buzzwords that are industry related terms and follow the instructions provided by the employer. Do not try to circumvent the employer’s instructions because it is easier or more convenient for you. Do not complain to the employer that the instructions were too difficult, or indicate to them that you do not know what to do. Please contact a Career Adviser for further assistance and consultation if you are struggling with an employer’s instructions or confused about any part of the recruiting and hiring process.

**Resume Checklist**

**Resume Tips**

* Avoid making your resume more “fancy” with cursive fonts, graphics, italics, and tables.
* It is ok for your resume to look simple or even “boring” because it easier to read.
* Try to organize your document based on how relevant the information applies to the position. (There is no typical set order where each section exists on the resume. The placement of each section should vary by each person and in the order of most relevant information from top to bottom.)
* You do not need to create different sections related to your internship, volunteer and paid positions. A volunteer position or class project can be just as relevant as a paid internship if the experience is similar or equivalent.
* It is very important to avoid generic terms to explain your experience (manage project from start to finish). Instead, explain your exact actions (coordinated the timeline of XYZ project and delegated the responsibilities of seven-team members, in order to improve future ABC processes).

**Resume Format**

* All dates, bullets, sections are aligned evenly and consistently throughout the resume.
* Customize your document to a specific position, job type or industry.
* Resume is easy to read, with proper grammar, punctuation and spelling.
* Avoid the use of personal pronouns (i.e. “I”, “me”, “you”, “we”)
* Avoid using abbreviations or acronyms unrelated to the industry (spell out the words)
* Document is organized and does not leave a blank or mostly blank last page
* Your document does not change font sizes, or use multiple colors
* Use as much buzzwords or specific skills unique to the position, job type or industry.
* Omit personal information such as marital status, social security number, or photograph that could potentially be used to discriminate your application based on race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors.

**Heading**

* Includes Name, Address, Telephone Number, Email Address
* Avoid large/distracting heading elements (lines, bars, graphics, etc.) Your name should dominate the heading.

**Objective Statement (optional)**

* It is optional to use a clear and specific job objective directly related to the position.
* Avoid creating a generic objective that does not state how you are uniquely qualified for the position.
* A resume for networking events or career fairs do not need an objective statement.

**Highlights Section (optional)**

* Create a Highlights, Summary of Qualifications or Profile section with approximately 3-10 statements (depending on your skills and space on your document) of your unique qualifications.
* It is important that you research your industry and create relevant statements that showcases you are a strong match based on your ability to fulfill the position.
* Avoid using cliché statements such as: team player, excellent verbal and written communication skills, hard-working, flexible, people-person, easy to work with, fast learner, managed people, seeking challenging position etc.
* The best highlight statements provide an overall view of your skills and abilities related to the position or job type.

**Skills Section (optional)**

* Provide specific skills you have acquired that is relevant to the position and industry (you can include anything you have learned from class or on your own).
* This section can include various skills such as computer hardware/software, programs, machine operation, licenses, certificates, design tools etc. that directly relate to the position.

**Education**

* Write out the official title of your degree you are receiving (ex: Bachelor of Science, Master of Science).
* List your education in reverse chronological order starting with the most recent degree and work backwards.
* If you want to list your coursework, make sure you include the entire name of the course and provide a minimum of 2-3 statements that highlights a skill, knowledge or experience that is relevant to the position you are seeking.

**Experience/Internship/Volunteering**

* Under each experience, include the name of organization, job title, location, and dates.
* Provide a minimum of 2-3 statements for each position that demonstrates a skill, experience or ability.
* Begin each phrase with an [action verb](https://s3.amazonaws.com/symp.csm.usprod/usc/files/ad1/ad13724fdf8acfa047138e54fe24b566.pdf) and avoid repeating the same action verbs throughout the document.
* Emphasize results produced, significant achievements, and recognition from others.
* Quantify when possible and use specific examples of impact or purpose to your accomplishment
* Avoid listing unrelated or generic duties or start phrases with “my responsibilities (or duties) included”
* Use past tense verbs (helped, assisted, provided, etc.) for positions you no longer work for, and current tense for any current employment.

**Resume Reviewed by**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

(PRINT NAME) (SIGNATURE)

**Student Engagement & Career Connections – USC Viterbi School of Engineering**

<https://viterbicareers.usc.edu/>

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