AVTF I RESUME Project

TASK: In your groups, each member will type up their own resume, then email it to the following email address:

* [theanchorallatoona@gmail.com](mailto:theanchorallatoona@gmail.com)

Your resume is for a specific job in an AVTF industry. You may use Google to search through relevant job types to find the one you’re interested in.

SPECIFICS: Your resume must contain the following:

* First & Last Name
* Address
* Phone Number
* Email Address
* Objective
  + This is what position you’re trying to attain, or what your goal is
* Experience
  + List this class and/or any other relevant experiences
* Education
  + List Allatoona High School
* Skills
  + What can you do well? List those things here.
* Activities
  + What are you involved in? It doesn’t have to be video-related
  + List anything that shows you’re active and involved

DUE DATE: All resumes must be emailed by the END OF CLASS on Wednesday, January 22, 2020.

GRADING: The following rubric will be used in grading your resume:

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| --- | --- | --- |
| **EVALUATION CRITERIA** | **ACTUAL PTS.** | **POSS. PTS.** |
| Formatting of Information |  | 40 |
| Information should be organized correctly on the document. Using a template on Microsoft Word, you should adhere to the formatting of that document to ensure your resume looks polished and professional. |  |  |
| Spelling/Punctuation/Capitalization |  | 30 |
| Grammatical errors communicate a lack of detail and an overall sense of sloppiness. Make sure there are no grammatical errors of any kind throughout the document. |  |  |
| Clarity |  | 30 |
| Information on the resume “makes sense” and belongs there, meaning, you’ve placed info on the document that should be there, and nothing extra or misplaced. The info makes sense for the position you’re applying for. |  |  |
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| TOTAL POSSIBLE PTS. = 100 pts. |  |  |
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