

INSTRUCTOR MANUAL

**FYE RÉSUMÉ WRITING
ASSIGNMENT**

CENTER FOR CAREER DEVELOPMENT

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Vision: To create a culture of career readiness.

Mission: The UConn Center for Career Development designs and delivers comprehensive, innovative, and inclusive career programs and services that lead to career readiness. We provide connections with campus and community partners that foster opportunities for students to become contributing members of the state, national and world communities.

HOW WE HELP STUDENTS:

- Choosing a Major
- Exploring Career Options
- Résumé & CV Critiques
- Cover Letter Reviews
- Personal Statement Reviews
- 1-on-1 Career Coaching
- Preparing for Interviews
- Internship & Co-op Search
- Job Search
- On-Campus Interviewing
- Graduate School Preparation
- Professional Portraits
- LinkedIn Consultations
- Career Fairs & Networking Events



WHAT IS CAREER READINESS?

Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.

WILBUR CROSS BUILDING

ROOM 202

CAREER.UCONN.EDU
860.486.6162

Same-Day Career
Coaching

12:00pm – 5:00pm, M – F

ASSIGNMENT UPDATES

Dear Instructors,

We have exciting news! We listened to your feedback and have made changes to our assignment. While the layout of the assignment will remain the same (i.e., two parts), we've made changes to the content being delivered.

Part I: Development of Résumé & In-Class Presentation

Part I of the new assignment includes the development of a résumé (prior to class presentation) and an in-class presentation instructing students on how to create bullet point statements and identify transferable skills from past experiences.

Part II: Group Workshop

Part II of the assignment now focuses on **exploration**. Students have the choice of selecting one of two workshops: Exploring Majors & Careers or Finding Opportunities.

Exploring Majors & Careers: explore the various majors and career paths available to you by reflecting on your work-style, work-environment preferences, and personal values. If you like your major but aren't sure what career to pursue, or you have not chosen a major and would like to narrow it down, this is the workshop for you!

Finding Opportunities: explore different experiential learning opportunities and learn strategies for searching and applying to them. If you are satisfied with your major and career choice and are looking to get involved on campus, find a job, or gain experience, this is the workshop for you!

Students will hand in two résumés for the final assignment. Their first-draft résumé (with notes), and a final polished draft résumé (with updates). To grade the assignment, we have created a résumé rubric for your convenience.

We look forward to hearing your feedback regarding this new assignment!

Best,
The Center for Career Development

ASSIGNMENT OVERVIEW

1. Schedule your in-class presentation via our Presentation Request Form.

Due: Monday, August 19, 2019

2. Distribute materials to your class.

Two weeks before presentation date.

3. Students participate in the in-class presentation.

Confirmed presentation date based on instructor's request.

Presentation offered 10/1/19 - 11/15/19

4. Students participate in a group workshop.

The week following the in-class presentation.

Workshop offered 10/7/19 - 11/15/19
Make-up week 11/18/19 - 11/22/19

5. Students submit their revised résumé.

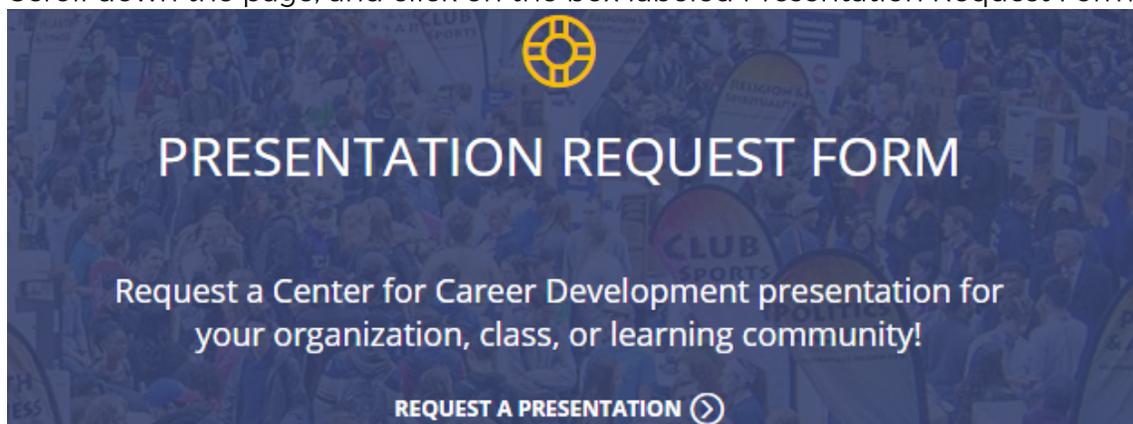
Assignment deadline determined by instructor, but we suggest two weeks after the in-class presentation.

STEP 1: SCHEDULE YOUR IN-CLASS PRESENTATION

Schedule your FYE Résumé Writing Assignment presentation at career.uconn.edu by **Monday, August 19, 2019**. All requests received after the August 19th deadline will be scheduled based upon availability.

DIRECTIONS:

- Go to our homepage at career.uconn.edu.
- Scroll down the page, and click on the box labeled Presentation Request Form



- This will open up a new page prompting you to sign in to access the CCD - Presentation Request v2. Log in using your NetID and password.
- Complete the fields indicated on the form, including:
 - Who are you making this request for?: Select **First Year Experience**.
 - Enter your class information as listed in your Student Admin Faculty Center.
 - Please indicate the topic you would like covered: Select **FYE Résumé Writing Assignment**.
 - Date of program and Alternative Date: We are offering the presentation to UNIV 1800 classes 10/1/19 – 11/15/19. Please select **two** different date options within this range. With over 150 presentations to give in a 6-week period and a finite number of staff, we unfortunately may not be able to fulfill your first choice date. It saves time for everyone involved if you provide an alternative date when you submit your request.
 - Time: The fields provide suggestions in 15-minute increments, but you are able to type the exact class time in the boxes (e.g., 9:05 AM to 9:55 AM).
- Click **Submit**.
- You will be redirected to a thank you page confirming your submission has been received. You will also receive an automatically generated email for your records. (Note: This page and email is not a confirmation of your presentation.)
- After you submit a formal request through the above link, you will receive an email within one week confirming your presentation date/time.

STEP 2: DISTRIBUTE MATERIALS TO YOUR CLASS

- At the beginning of the semester, you will receive an email from careerpresentations@uconn.edu with the following information:
 - The date/time of your in-class' presentation
 - An instruction sheet for your students outlining the assignment
 - A sample college résumé
 - A college résumé information sheet for your students to refer to when creating their document
- Send this information to your students two weeks prior to your presentation date. Students are expected to use this information to create a first-draft college résumé in preparation for the in-class presentation.



STEP 3: FYE RÉSUMÉ WRITING ASSIGNMENT PRESENTATION

- Students will participate in the in-class **FYE Résumé Writing Assignment Presentation between 10/1/19 – 11/15/19**; the exact date is the date confirmed based on the instructor's request.
- On the date of the presentation, students need to bring a printed copy of their first-draft résumé created from the sample college résumé and the information sheet that you forwarded to them prior to the presentation.
- Students will take notes on their résumé and ask questions about it to the CCD presenter.
- At the end of the in-class presentation, students will receive a handout with instructions on how to sign up for one of two available workshops: Finding Opportunities or Exploring Majors & Careers.



STEP 4: STUDENTS PARTICIPATE IN A GROUP WORKSHOP AND UPDATE THEIR RÉSUMÉ

- Students follow the provided instructions to sign up for one of two available group workshops. Each student must attend a workshop the week following the in-class presentation.

Group Workshop Options:

- **Exploring Majors & Careers:** explore the various majors and career paths available to you by reflecting on your work-style, work-environment preferences, and personal values. If you like your major but aren't sure what career to pursue, or you have not chosen a major and would like to narrow it down, this is the workshop for you!
 - **Finding Opportunities:** explore different experiential learning opportunities and learn strategies for searching and applying to them. If you are satisfied with your major and career choice and are looking to get involved on campus, find a job, or gain experience, this is the workshop for you!
- Students should bring the first-draft résumé that they took notes on, so they can receive an attendance stamp. The stamp indicates the student has completed part II of the assignment.
 - After attending a group workshop, students will update their résumé using the notes from the in-class presentation.

REMINDER:
MAKE-UP WEEK OFFERED 11/18/19 - 11/22/19

STEP 5: STUDENTS SUBMIT THEIR CCD RÉSUMÉ WRITING ASSIGNMENT

- Students will turn in their FYE Résumé Writing Assignment to their instructor during their class. The recommended deadline is two weeks after the in-class presentation. The final assignment will include two drafts of their résumé:
 - a. The first-draft résumé with notes from the in-class presentation and a stamp from the workshop.
 - b. A final, polished résumé made after the presentation and workshop.
- The instructor grades the assignment using a résumé rubric provided by the CCD.

DID ONE OF YOUR STUDENTS MISS THE IN-CLASS PRESENTATION?

Presentation video available:
ccdondemand.uconn.edu/resume-cvs/