



# Assignment Grading Rubric

Course: IT133 Unit: 3

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## Creating a Resume – 65 Points

### Scenario:

Good news! The cover letter you created was well received by several perspective employers. Each of these perspective employers have requested you send a resume so they can further evaluate your qualifications for the job.

You know how powerful Microsoft® Word® is and decide to create a resume and ensure it looks professional and is formatted correctly and free of grammatical and spelling errors.

This is an applications course, so the outcome of this assignment is not specifically how to create a resume, rather how to use specific tools in Microsoft Office Word 2010 to enhance a resume.

### Deliverables:

Submit a Microsoft Office Word 2010 document to the Unit 3 Dropbox by 11:59 p.m. ET on Tuesday night. Save the file as Unit\_3\_Lastname.docx

### Project Details:

Create a one page resume using Microsoft Word 2010.

1. Open Microsoft Office Word 2010
2. Add your contact information to the top of your Resume to include Name, Address, and Phone number
  - Bold your Name
  - Change the font of your name to Tahoma
  - Change the size of your name to 14
3. Add your work history to the resume
  - Add a border around each of your work history entries
  - Use the yellow highlighter tool and highlight the company name of your last employer
4. Add your education to the resume
  - Set a tab at 2.5 inches and tab your school names to that tab
5. Select a style from the styles block and apply to your resume headings
6. Check for any spelling and/or grammatical errors
7. Critique your resume: Is it formatted professionally?
8. Resume is one page in length
9. Assignment meets all the requirements as outlined above

10. Assignment is saved with the correct name and submitted to the Dropbox on time

Review the grading rubric below before beginning this Assignment.

## Challenge Levels

Anyone up for a challenge? This course offers you the opportunity to go beyond the required course material. Two Challenge Levels are offered to supercharge your coursework: Whiz and Guru.

Challenge Levels are a great way for you to learn more about Microsoft Office, better improve your existing skills and abilities, and/or highlight how knowledgeable you are in the unit material. These levels do not count for additional points or guarantee a higher grade.

Challenge Levels offer you an opportunity to stand out, learn more, and gain confidence.

To start, follow the rubric and project instructions as normal. If you choose to try it, supplement your project with the challenge levels. Reach out to your instructor and do some research for resources. The "Whiz" level adds to the basic level, and the "Guru" level adds more challenges to the "Whiz" level.

If you start a challenge level, but it becomes too difficult to handle, please stick with the basic project instructions, as found in the rubric to calculate your grade. Most importantly—have fun with it!

Your Challenge Levels for this unit:

Word Whiz 2

Select your first employer's company name and add shading to it along with the required boarder. Select the color you like and set the color style to 20%.

Word Guru 2

In addition to the Word Whiz 2 challenge, add an image that signifies one (1) of the companies that you have worked for in the past. It could be their logo or just an image that represents what the company does. Ensure the image is left justified next to the name of your employer, text wrapped square, and sized appropriately next to the company name and the description of what you did at that job. Add the bevel rectangle boarder style to your picture, and recolor the image to Olive Green Accent 3 Dark.

Assignment 3 grading rubric = 65 points



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Assignment Requirements	Maximum points possible for satisfactory completion of task	Points earned by student
Add your contact information to the top of your Resume to include Name, Address, and Phone number	0-8	
Add your work history to the resume	0-8	
Add your education to the resume	0-8	
A style is selected and used	0-9	
Highlight is added correctly	0-8	
Border is added correctly	0-8	
Resume has tabs set correctly	0-8	
Resume is one page in length	0-5	
Resume is free of spelling and grammar errors	0-3	
Total (Sum of all points)	0-65	