

# Learning Activity Grading Rubric

Course: MT460

Unit: 4

Points: 20

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## Unit 4: The External and Global Environments

### Transform your Personal SWOT Analysis into your professional resume.

Here is your chance to either improve your current resume or create a new one as graduation will be here before you know it. You will want to include this in your networking pages / sites, future employer application packages, and for the day of your interview to hand to the interviewer. The idea is to create a concise and effective way to promote who you are as a business professional. All of the hard work you have done in this unit will now pay off. Are you ready? Let's go.

There have been many types of professional resumes created in the past. There is one that can be utilized either as a 1pager with a list of Actions/Results, or the traditional method that incorporates the previously mentioned list. The idea is to create the Actions/Results Resume for this Assignment. There is a sample Resume in Course Documents for your review.

### Learning Activity Checklist:

- Articulate how to transform your Strengths and Opportunities into Actions / Results.
- Create an Actions / Results Resume' for the Assignment. For example:
- [Action Results Resume' Example](#)
- [Full Resume' Example](#) (for future and personal use).

In this Assignment on transforming your personal SWOT analysis into a resume you will engage in developing the following professional competencies:

- Personal Presentation and Professionalism by developing a professional resume.

<b>MT460 Unit 4 Learning Activities Grading Rubric</b>		
<b>Maximum Percent</b>	<b>Criteria</b>	<b>Maximum Points</b>
<b>50%</b>	<p><b>Content</b></p> <p>Answer provides correct and complete information demonstrating critical thinking:</p> <ul style="list-style-type: none"> <li>• Articulate how to transform Strengths and Opportunities into Actions / Results.</li> <li>• Create an Actions / Results.</li> <li>• Resume' for the Assignment.</li> </ul>	<b>10</b>
<b>30%</b>	<p><b>Analysis and Critical Thinking</b></p> <ul style="list-style-type: none"> <li>• Synopsis of Strengths and Opportunities and transforming them into Action/Results.</li> </ul>	<b>6</b>
<b>20%</b>	<b>Writing Style, Grammar</b>	<b>4</b>
	<b>Total</b>	<b>20</b>