**Resume Certification Proposal**

At Sun Ray Library, one of the most common requests we get from job seekers is for assistance with writing their resume. Developing a strong resume is one of the most important parts of the job search process, and often a surprisingly difficult one. Despite being such a popular subject, there is currently no effective, standardized means for CTEPs to assess students’ resume writing skills. This resume certification aims to fill that void.

Although Northstar does incorporate some aspects of resume writing and formatting in their Career Search Skills and Microsoft Word assessments respectively, neither is a perfect fit. Career Search Skills briefly covers the basics of resume writing, but it is by no means an in-depth explanation. Microsoft Word, on the other hand, gives learners most of the tools needed to format a resume, but it lacks the necessary context of what constitutes professional formatting. Additionally, there are important facets of effective resume writing that Northstar doesn’t cover at all, such as the need to tailor a resume to the particular job posting, the 3 primary resume styles (chronological, functional, and combination), and the existence of Applicant Tracking Systems that employers use to narrow down the pool of applicants.

The goal of this project is to provide a more detailed, resume-focused curriculum that incorporates aspects of the Northstar Career Search Skills and Microsoft Word assessments, places those concepts within the context of resumes, and covers any important information that is missing from Northstar’s course material. Although this assessment was originally developed with a group class curriculum structure in mind, the material can be adapted into other forms of instruction to best suit service sites’ individual needs.

**Northstar and Additional Skills**

Career Search Skills

#5: Distinguish between skills sets (job skills, transferable skills, self-management

skills, and emotional intelligence).

#6: Demonstrate understanding of the value of volunteering.

#11: Identify elements of a resumé and best practices for writing one (including

employment history, hard and soft skills, accomplishments, job search goals, gaps

in employment, etc.)

Microsoft Word

#1: Open a new or existing document.

#3: Save a document, being intentional about name and location.

#5: Use Spelling and Grammar check.

#6: Format text: size, color and font type.

#8: Apply bullets and automatic numbering.

#9: Undo the previous action.

#10: Cut, copy and paste.

Additional Skills

* Tailor the resume to the job posting.
* Identify elements of professional formatting and when to use a chronological, functional, or combination style resume.
* Understand how resumes should change depending on the applicant’s level of experience.
* Utilize best practices to pass Applicant Tracking System (ATS) screening.
* Write compelling descriptions of work and volunteer experience.

**Evaluation notes**

* Participants will submit a document with their entire work history and skill list included*,* the job posting they’re applying for, and their corresponding resume.
* There will be an additional live test of learners’ proficiency with Microsoft Word at the end.

**Rubric**

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| --- | --- | --- | --- |
| **Category** | **Advanced** - 5 pts | **Proficient** - 4 pts | **Progressing** - 3 pts |
| Content | Resume includes and effectively executes all the necessary sections. Student includes strong skill and accomplishment-focused descriptions of listed work and volunteer experience. Resume includes a compelling summary when appropriate. | Resume includes all the essential components, but the student’s experience and/or skills could be presented in a more appealing way to potential employers. Student may have misused a summary statement, or the header might be missing some information. | Resume is missing an essential section (Experience, Skills & Abilities, the header in its entirety, and/or Education if the job posting specifically requests it). |
| Relevance | All included information is relevant and properly tailored to the position the student is applying for. Student uses keywords from the job posting. Resume is formatted in the best way for the student’s level of experience. | Most of the resume is tailored to the job posting, but there is some notable extraneous information. Student may not have chosen the best format style to suit their level of experience. | Resume is largely disconnected from the job posting. |
| Polish | Resume is easily readable, consistently formatted, looks professional, and does not exceed two pages in length. Spelling and grammar are correct throughout the entire resume. Student uses action verbs and the proper tenses for previous and current jobs. | Resume looks professional overall but is a bit cluttered in places. Some sections may be slightly cramped and overly lengthy. There are a few formatting inconsistencies (e.g. misaligned bullet points, mismatched font types, etc.) and spelling/grammar mistakes. Student may have forgotten to use action verbs in a few instances. | Resume exceeds two pages in length and looks sloppy and unprofessional. Spelling and grammar mistakes are common. Student does not use any action verbs. |
| Technical Skills | Student displays mastery of at least 6 of the 7 outlined Microsoft Word Northstar skills. | Student displays mastery of most listed Microsoft Word Northstar skills, but struggles with 2 to 3 of them. | Student struggles with more than half of the outlined Microsoft Word Northstar skills. |

Need at least 18 out of 20 points to pass. Score: \_\_\_ out of 20

Comments: