

Resume writing assignment

Curriculum Expectation:

D1. Purpose, Audience, and Form: write texts in the target language for different purposes and audiences, using a variety of forms and knowledge of language structures and conventions of the written language appropriate for this course;

D2. The Writing Process: use the stages of the writing process – including pre-writing, producing drafts, revising, editing, and publishing – to develop and organize content, clarify ideas and expression, correct errors, and present their written work in the target language effectively;

D3. Intercultural Understanding: in their written work in the target language, demonstrate an awareness of aspects of culture in diverse communities where the target language is spoken and other communities around the world, and of the appropriate use of sociolinguistic conventions in the target language in a variety of situations.

Objective:

In this assignment, you will write two resumes - one in English and one in Chinese. Specifically, your task is to write a Chinese resume as well as an English resume (maximum **2 pages, submit in word/pdf document**). Please pay attention to the format and cultural differences between Chinese and English resumes and do not directly translate your Chinese resume into English one.

Instructions:

1. Topic:

The following list is for your reference when you write your resumes:

- Have you put your contact information in the resume?
- Have you got a summary of skills part in your resume?
- Have you written about your education background?
- Have you written about your social experience?
- How about other extracurricular activities?
- Is the format appropriate and clear to read?
- Have you proofread for misspelling or typos?
- Have you double checked your English resume to ensure the language is proper?
- Do your resumes clearly show your strengths and qualifications for the position?

2. Reflect: Think over all your educational and social experiences and identify the strengths you've got and think how your qualifications could contribute to the position, the team, or the company at large.

3. Essay structure: Please ensure that the resume has a proper structure:

- Personal information (name, phone number, city, email address)

- Employment objective
 - Summary of skills/ qualifications
 - Educational background
 - Social experience/ extracurricular activities
 - Prizes/ Awards
 - References upon request line
- 4. Quality:** Please ensure that your resume is free of spelling mistakes and grammatical problems. Also please make sure that it conforms to the format requirements: **maximum 2 pages, word/pdf document.**

Submission Guidelines:

- The essay must be submitted digitally to Moodle Dropbox in Lesson 2.4 before the due date – June 9 at 8:00pm.

Note: Plagiarism will not be tolerated. Ensure all information is properly cited and original work.

Rubric for Individual Presentation on Differences between Chinese and English

Category	Level 4 (80-100%)	Level 3 (70-79%)	Level 2 (60-69%)	Level 1 (50-59%)	Level R (0-49%)
Knowledge and Understanding	The experiences written in the resume must be clearly presented with proper format and language	The experiences written in the resume are basically clearly presented with proper format and language	Missed some parts of some experiences in the resume; needs more information	Limited experiences significant gaps in contents.	Little to no experiences. Or format and lanuguage are inappropriate
Thinking and Inquiry	Creatively present information with a proper structure to enhance understanding.	Information is not well-presented and structure may be somewhat cluttered	Not enough information and contents are basic and lack clarity.	Presentation of information lacks clarity and proper structure.	Presentation of information lacks clarity and structure.
Communication	Resume contents are well-organized, engaging, and effectively communicates the information.	Resume contents are organized and communicates the information clearly.	Resume contents somewhat organized and communicates most information clearly.	Resume contents lacks organization and clarity.	Resume contents lacks any semblance of organization, clarity, or engagement.
Application	Strong evidence of commitment to this assignment; worked effectively. Demonstrates a deep understanding on how to write a proper resume	Evidence of commitment, but lacked substantial work or involvement. Communicates key information but may lack some polish or depth.	Limited evidence of commitment; lack of sufficient work. Some areas could be improved for clarity and engagement.	Little to no commitment evident. Lacks clarity, engagement, or understanding on how to write resumes.	No evidence of commitment. Lacks understanding of resumes and ineffective communication.