

Assignment 3

When applying for a new job, it is best to read the description thoroughly and use any keywords or phrases from the description to include on your resume. For this assignment, search for a job that you are interested in (you can use a description I have sent to you) and copy the entire description to a word/google document. Then, highlight the keywords, phrases, and skills written in the job description that you could use in your resume.

In the same document, write a sample of a work experience that you might include on your resume; This should include:

- The title of the position, internship, or relevant volunteer experience you have held in the past,
- what organization you were part of,
- how long you were there,
- And 3-6 bullet points summarizing the work that was done.

Make sure you use some of the keywords you highlighted from the job description in your sample work experience.

Email completed assignments to dmaher@schuylkillriver.org by March 9th.