# **Professional Resume & 2 on 1 Interview Assignment.**

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| Instructor: | Mr. Hurlbut | Name |  |
|  |  | Class | Professional Speech Communications |
|  |  | Period |  |
|  |  | Date |  |

The resume is a professional tool that communicates your skills, abilities, and hirable traits to a perspective employer. This class project combines your individual effort in writing a resume along with group work in the interview stages of the assignment. You will need to complete the ‘Get a Job’ resume pre-draft, type a final draft of your resume, come up with position specific interview questions for the 2-1 interview, and then conduct the 2 -1 interview for each person in your group.

The following is a breakdown of how the assignment will be scored:

1. ‘Get a Job’ Professional Resume First Draft………………………………………… \_\_\_\_\_\_/**60 points**
2. Professional Resume Final Draft……………………………………………………….. \_\_\_\_\_/**85 points**
3. 12 Position Specific Interview Questions per person (36 questions total)…….. \_\_\_\_\_\_/**15 points**
4. 2 on 1 Interviews using the position specific interview questions……………….. \_\_\_\_\_/**300 points**

**Total Points: \_\_\_\_\_/460 points**

 **Total Student Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please execute this assignment with excellence and strive to do your best at communicating your resume qualities in order to make you ‘hirable’ in the interview process. Learning these skills now will help you secure a job in the summer. It is my hope that you will pull out this assignment to brush up for that interview when that time comes next year. Whatever the case may be, strive to communicate competently, clearly, and in a compelling manner as you seek to fulfill your dreams.