

Assignment #5: Write a Resume



For this assignment you will create a resume. To learn how, use the website, Google Applied Digital Skills.

Assignment

1. Use Applied Digital Skills to create a resume. (see the instructions below)
2. Create a resume for one of the jobs you investigated.
3. Use skill words from the list below for the Experience section of your resume.
4. Create your resume in Docs in your shared ePortfolio at Google Drive.
5. Print a copy and turn it into your teacher.

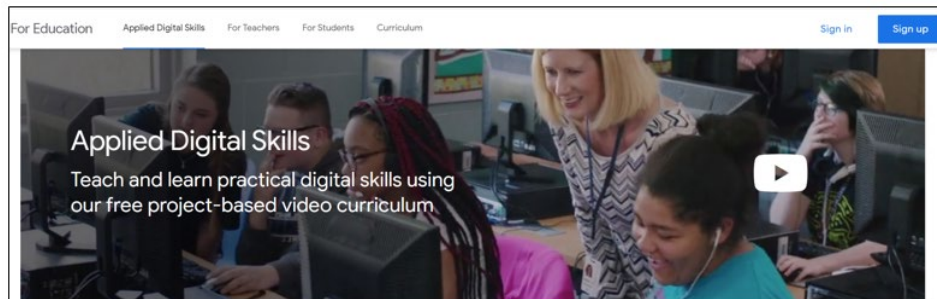
To improve the Experience section of your resume, use words from the Skills Words list. (see below)

[Skill Words to use on your resume.](#)

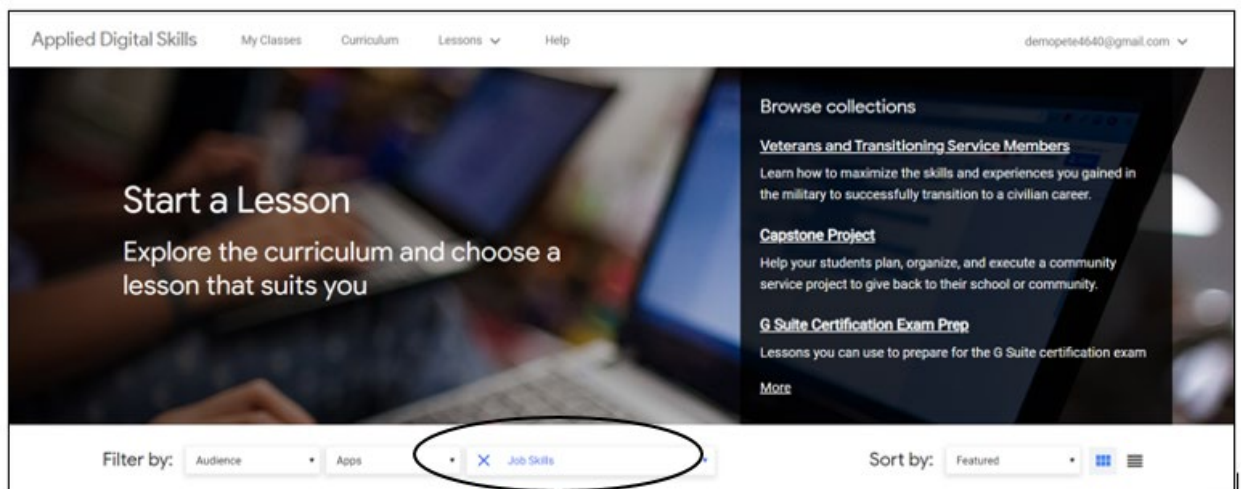
https://adultedcourses.org/pluginfile.php/166559/mod_assign/intro/info-SkillWordList_.pdf

How to use Applied Digital Skills.

1. Go to the website, [Applied Digital Skills](https://applieddigitalskills.withgoogle.com/s/en/home) <https://applieddigitalskills.withgoogle.com/s/en/home>



2. Sign in using your gmail or google account.
3. Click on Curriculum at the top. Select Topics and then Job skills.



4. Select Create a Resume in Google Docs.

The screenshot shows the 'Applied Digital Skills' interface for the lesson 'Create a Resume in Google Docs'. The page features a navigation bar with 'Curriculum', 'Lessons', and 'Help'. A central banner includes a 'START' button and the text 'Design, write, and format a professional resume that stands out.' Below the banner, there are two columns: 'TIME TO COMPLETE' (45 - 90 minutes) and 'LESSONS' (a list of 9 steps). A sidebar on the left lists 'SKILLS COVERED' such as 'Digital collaboration' and 'Resume writing', and 'USING' tools like 'Docs', 'Gmail', and 'Search'.

5. As you move through the lesson, watch the videos. You are given step by step instructions to make your resume.

The screenshot displays a video player for the first step of the lesson, '1. Introduction to Create a Resume in Google Docs'. The video shows a woman in a blue top. To the right of the video, there are 'INSTRUCTIONS' (1. Sign in to your Google account, 2. Open Google Drive, 3. Create a new, blank document, 4. Title the document: Resume Brainstorm), 'SHARED WORK' information, and a 'SIGN IN' button. Below the video player, there is a 'TRANSCRIPT' section and a 'NEXT' button.