**HROD 317 Resume Questionnaire**

**To receive credit for your HROD 317 course, submit your answers via the Digital Dropbox in BlackBoard by 4:00 p.m. on Wednesday, January 29, 2014. If you have any trouble with submission, email it to** [**tracy.harrington@haskayne.ucalgary.ca**](mailto:tracy.harrington@haskayne.ucalgary.ca) **with the subject line: HROD 317 Questionnaire; Last Name, First Name Lec# \_**

1. The video “Resume Tips that Work” says to draft your resume with employer needs in mind. What skills have you identified that employers in your targeted career want? (Please indicate your targeted career.)

* My target career is Supply Chain Management
* Employers who are looking for someone in this field would be looking for someone that is:
  + Dependable, has exceptional communication skills, performs task in a respectable and professional manner, knowledgeable and proficient computer skills.

1. The video “How to Write a Great Resume” states that the third step to writing a great resume is to know “what makes you great”. List the skills that set you apart from your competition.

* High Quality people skills and interactive/conversational skills
* Confident Presentation skills
* Great negotiation skills
* Proficient Team Project Coordination Skills
* Writing prowess
* Event Planning

1. List three changes you have made to your resume as a result of viewing the resume videos.

* The style of my resume has been change: From “skill oriented” to “chronological” format
* Improvement in the text: More detailed and persuasive
* My resume has been revamped with the employer needs in mind

1. Which resources on Haskayne CareerLink have been the most helpful for you as you work to improve your resume?

I found the Employer and Student Services tools to be helpful in terms of providing information I need to be aware of in the future as well as the volunteering opportunities described in the link. Also the Resume Review Checklist was a useful guide for ensuring that I had all the essential components for a more effective resume.

1. Visit the Haskayne Career Centre Resume Resources Pinterest page and identify the pins you find most helpful for improving your resume.

* What do Employers Look for in a Resume
* 20 Power Resume Words

1. Are there any additional resources that you would like to see available to help you?

The Haskayne Career Centre and resume tips cover more than enough information for helping students create an effective resume.