

INEL 4205 Homework 1

Fall 2011

Today: September 7, 2011

Due date: September 9, 2011

Points: 10 points

Individual homework – one per student

Submission:

- Via email.
- Subject on the email: Homework 1 INEL 42055, students will lose 5 points if the subject is changed
- Send the email to nayda@ece.uprm.edu
- Submit by 2:30pm on the due date

1) **Prepare your resume. Proofread and turn it in via email.**

2) **The resume will be evaluated using the following scale:**

Element of evaluation	Points	
Heading (contains name, address, email, phone number).	1	
Objective (Specific information about what you are seeking but not too narrow). Concise	1	
Education (list of institutions and location, degrees received, major and concentration, thesis if applicable. If GPA is at least 3.0, include it. Do not include high school.)	1	
Relevant Courses (related to the position you seek).	1	
Experience (Include paid and unpaid, part-time work, full-time work, summer jobs, coop experience, internships, volunteer experience, extracurricular activities that might be considered jobs. Include position, name of organization, city, and state, month and year. Summarize your accomplishments.)	2	
Skills (technical and soft, example: fluent in English and Spanish, proficient in Linux, project management certificate, etc.)	1	
Activities and Interests (In order of importance, student organizations, professional organizations, committees, community involvement, no high school unless it is relevant. In interests: sports, music, art. Try avoiding religious or political related.)	2	
References (“Available upon request”. Be sure you have talked to your possible references to make sure they will give you a good reference.).	1	