1. Professionalism in the Workplace

After reading, [*Only You Can Prevent Forest Fires*](https://login.proxy033.nclive.org/login?url=https://www.proquest.com/scholarly-journals/only-you-can-prevent-forest-fires-professionalism/docview/225611977/se-2?accountid=9994)*,* which 'smoldering' situations stand out to you?  Have you even encountered them yourself, or were a witness to a coworker struggling with one of these issues?

Assignment:

Of all the counterproductive issues discussed in the article, choose five (5) that you believe are most common. Describe the effects it can have on being seen as a "professional", and then discuss how you would avoid the situation, or what strategies you would use to negate out of it.

Each issue description and solution should be at least a paragraph in length (5-7 sentences).  Points will be deducted for grammatical and/or spelling errors.

*Shanken, H. (2009). Only you can prevent forest fires: Professionalism in the workplace. College and University, 84(3), 63-66. Retrieved from* [*https://login.proxy033.nclive.org/login?url=https://www.proquest.com/scholarly-journals/only-you-can-prevent-forest-fires-professionalism/docview/225611977/se-2?accountid=9994*](https://login.proxy033.nclive.org/login?url=https://www.proquest.com/scholarly-journals/only-you-can-prevent-forest-fires-professionalism/docview/225611977/se-2?accountid=9994)

1. Resume Writing

Resume writing sounds basic, but how can we make sure our resume stands out from the crowd?  How can we make sure we are getting noticed by those who are looking to hire?  Making sure our resume is more than a list of our 'credentials' is imperative.  Employers want to know what *skills* you would be bringing to the position.

Watch the TEDx video on resume writing, and then create your own resume.  You can use any layout that appeals to you - but be sure that not only your education stands out, but your skills as well!

(\*Feel free to extend the truth - add education/work that you plan to participate in the future. This assignment is more about learning to showcase skills, rather than attach a grade to your current education/job skill level.)

[Watch Video](http://www.youtube.com/watch?v=_gcY_NlS79s)

**Skills to master the resume | Jason Green | TEDxTysons**

**Duration:** 12:34   
**User:** n/a - **Added:** 12/5/16