



## Get a Job! Assignment

Appropriately craft a **resume** and **cover letter** for the instructor-approved job from your Proposal. Assume that you interviewed for this job; write your potential employer a **follow-up email** thanking her for the interview and expressing continued interest in the position. You will also need to craft a **recommendation request letter**, which you should address to someone you wish to act as a reference for you. Finally, write a **letter of resignation** to your current boss. Read Chapters 15 and 16 of your text and the material in the Get a Job! module in Canvas in order to successfully complete your resume, cover letter, follow-up email, and letter of resignation. Read pages 226-233 in Chapter 8 before you write your recommendation request letter. Review letter and email formats in Appendix A in your text and the Business Writing Basics Boot Camp module.

## Resume Format

Use the **chronological format**. Make appropriate use of white space, headings, bullets, etc. Use 1" margins and 12 pt. Times New Roman or Arial font. Headings may be in a larger size font or set off in bold, underline, etc. If your resume extends to a second page, type your name and page number at top or bottom of second page. Do *not* go over two full pages.

## Cover Letter, Recommendation Request Letter, and Letter of Resignation Format

Use **block standard business letter format**. Include enclosure notation when you indicate that you have enclosed something with your letter, such as a resume. Use 1" margins and 12 pt. Times New Roman or Arial font. Limit your cover letter to one page, no more than 4 paragraphs. Limit your other two letters to one page as well. Divide all letters into paragraphs. No one-paragraph docs. Don't indent paragraphs. Writing style and appearance should be formal and professional.

## Follow-Up Email Format

Keep message to **two or three short paragraphs**. No one-paragraph docs. Don't indent paragraphs. Include business greeting and closing with your name. Writing style and appearance should be formal and professional.