

Résumé and Cover Letter Assignment

Your assignment is to find a position and to apply for it with a cover letter and a resume. The assignment has three parts:

- find a job
- write a resume
- write a cover letter

Find a Job

Search online and find a position for which you qualify. That way you can write your resume accurately and appropriately using your current education and experience. Look for internships in your field of study as well. You can utilize websites specific to job postings (monster.com, indeed.com, etc.) or go straight to a company website and see what employment opportunities they have available. **You MUST provide a copy of the job posting when you submit your resume and cover letter.** This is how I determine if your resume and cover letter do a good job addressing a specific audience.

Once you find a posting, research the company by visiting their website, social media pages, or other relevant sources. Find out what kind of resume they want, if they need specific skills for this position, and any other helpful information. If possible, identify who will be reading the application materials. If this information is not readily available, write the letter to the supervisor of the department that is screening applicants. If that information is not available, you may address the letter to “Dear Hiring Manager.”

Write the resume

Write your resume first. Follow the guidelines in the introduction document, and make sure you adhere closely to the dos and don'ts of resume construction. Remember, templates available on Word may work for you and they may not. Word may offer the template, but that doesn't make it good. Utilize your knowledge of the CRAP principles to make your final design decisions.

Write the cover letter

Write the cover letter after the resume. The cover letter must address the specific job posting you found. Follow the guidelines in the lesson folder (consider using the Sample template).

Remember you must submit 3 documents for this assignment, a copy of the Job Advertisement, your Resume, and your Cover Letter.