Resume/Cover Letter Assignment

The first major assignment for this class is a resume and cover letter. This assignment is worth **15 points** or 15% of your final grade.

- Your resume and cover letter must be one page each.
- They must be formatted correctly and only include information that is true or planned for the very near future. You cannot make up information.

For this assignment, you will need to do three drafts:

- The first drafts of your resume and cover letter are due on **Thursday, September 25th** for peer review.
- The second drafts of your revised resume and cover letter are due on **Thursday, October 2nd** for instructor evaluation.
- The final drafts of your revised resume and cover letter are due on **Thursday, October 16th** for final grading.

Late or incomplete drafts:

- All drafts must be complete, including the first draft. If a draft is incomplete, it will lose up to 5 points.
- All drafts must be turned in on time. Late drafts will lose one point per day (up to 5 points). Late drafts begin losing points at the **beginning** of class on the due date. If you do not have the draft at that time, it's late. Drafts more than 5 days late will not be accepted.
- Second and final drafts must include all previous drafts. The second draft must include the first draft, and the final draft must include the first and second draft. If you do not turn in previous drafts, you will lose up to 5 points.
- Second and final drafts must be changed and improved for the next draft. If a draft is turned in unchanged, you will lose up to 5 points.

Your final draft will be graded on the following questions:

- Does your paper follow the format of the assignment?
- Does the writer include all relevant information? Does he or she explain his or her qualifications well?
- Is it complete? Are there any pieces missing?
- Is it easy to understand? Are any parts unclear or confusing?
- Are the grammar, spelling, and word choice correct and appropriate for the assignment?
- Did the paper improve between drafts? Are the second and final drafts better than the first?

Writing a Resume

General Tips for Resume and Cover Letter Writing

- Use a font that is easy to read. "Times New Roman," "Arial," and "Helvetica" are examples of good fonts to use for resumes and cover letters. Fancy or ornate fonts should be avoided. Fonts should be between 10 and 12 points in size. Don't make your font too big or too small.
- Use a good quality white or off-white paper. Do not use fancy or colored paper.
- Information on your resume should be very easy to find. This means that you should include a lot of white space so that information is not crammed and that you should include headings to clearly organize all of the information.
- Each resume and cover letter should be different for each company that you apply to. Mention the job you want by name, mention the company's name, and mention any information you know about the company in your cover letter.
- Include all relevant information on your resume. This may include education, job experience, volunteer experience, awards, certificates, special projects, and so on. Avoid putting in information that is not relevant to the job that you want, but remember, working at Starbucks or Pizza Hut might not seem relevant at first, but really, it shows that you are dependable and can keep a job.
- Do not include information about your high school or middle school unless it is very special.
- Do not include anything about your family or personal history in your resume or cover letter.
- Do not lie or exaggerate on your resume or cover letter. However, be honest about what you have done, even if it seems like bragging.
- Your resume and cover letter should be one page each unless you have a lot of experience. It's very very rare for either a resume or cover letter to be more than one page. I've been teaching for over 6 years, have worked at various jobs, and have a lot of education, but even my resume and cover letter are still only 1 page each. As you get more experience, you can get rid of less relevant experience.

Name

Address line 1
Address line 2
Phone Number
Email Address

Objective (optional)

To get this job (mention the company and the position by name).

Summary of Qualifications (optional)

The three things from your qualifications that you think are the most important.

Education

Your Degree, your department, your school   **Your graduation date**
- Special information
- Special information
- Special information

Work Experience

Your Current Job, location   **Duration Working There**
- Special Information
- Special Information

Your Previous Jobs, location   **Duration Working There**

Volunteer Experience

Your Current Volunteer Job, location   **Duration**

Certifications and Scores

Certification or Test Name   **Date Received**
Certification or Test Name   **Date Received**

Computer Skills (or any other special skills)

Skill
- Special Information
- Special Information

Skill

Publications or Special Projects

Publication or presentation name, location or place of publication   **Date**

References

Name of person, relationship or job   Contact Information
Name of person, relationship or job   Contact Information
Name of person, relationship or job   Contact Information

Comment [RPS1]: Your name should be in large **bold** letters at the top of your resume.

Comment [RPS2]: Put your contact information right at the top on either the left or the right side. Include your address, phone number, and email. Make sure that your email address is professional and not silly or inappropriate. Make a new email account if you need to.

Comment [RPS3]: Sections should be clearly separated, so that the employer can find your information easily.

Comment [RPS4]: Put the following categories into order of importance. This will be different depending on the job. Do not include categories that don't have anything underneath.

Comment [RPS5]: Put the most recent information first and the oldest information last. Do not include your high school in Education unless you went to a very special high school.

Comment [RPS6]: Each part of your education and each job may have special information underneath, such as awards, clubs, duties, special projects, and so on. These are NOT complete sentences, but instead will be a verb and object OR simply a noun with adjectives.

Comment [RPS7]: Include relevant and recent jobs if you've had many. If you've had only a few, you can include them all.

Comment [RPS8]: Only include references if you are asked, but you should always bring at least 3 to an interview. If you are asked to include them, they should always be the last thing in your resume.

My address line 1
My address line 2
My phone number
My email address

Date

Interviewers' name (if you have it)
Interviewer's position (if you know it)
Company name
Address line 1
Address line 2

Dear Sir or Madam:

Please accept this letter and the supporting materials as my application for the position of
(Postion Name) at (company name). How you learned about the job. At least three
qualifications for the job.

Mention resume and qualification number 1. Details about qualification 1.

Qualification 2. Details about qualification 2.

Qualification 3. Details about qualification 3.

Mention resume. Mention qualifications and meeting the person. Give contact information
Thank you for considering me for the position of (position name) at (company name). I look
forward to discussing this position with you.

Sincerely,

Phillip J. Fry
Resume Enclosed.

Comment [RPS9]: Use this person's name if you have it. If you don't have it, use "Dear Sir or Madam:"

Comment [RPS10]: Position name in **bold.**

Comment [RPS11]: The qualifications you mention should all be on your resume. You can give more details here, but DO NOT put any important information here that you did not put on your resume.

Comment [RPS12]: Sign in blue or black pen.