

RESUME AND COVER LETTER ASSIGNMENT

10% of Final Grade

1. WRITTEN ASSIGNMENT

Prepare a short, up-to-date resume, cover letter, and e-resume suitable for a specific position within your field. The resume and cover letter should be shaped to that position. (If you already have a resume, you will want to look critically at it for revision.) You are encouraged to have your resume and cover letter reviewed at the James W. Stuckert Career Center at 408 Rose Street. You may use a resume template from your word-processing software if you wish.

Due Dates

- First draft: Thursday, Jan. 29 (bring 2 copies).
- Final draft: Tuesday, Feb. 3.

2. GRADING CRITERIA

See the course web site for complete grading criteria. I am going to work up and down from a C. Clean sensible copy with competent presentation of all the components will earn at least a C. You can go up from there for quality content and organization, professional presentation, and style. You can go down from a C for failure to complete all the elements effectively.

Grading criteria for the Resume

- Specific purpose in a job objective.
- Organization to match the author's situation: chronological or functional.
- Specific evidence of skills, abilities, responsibilities, leadership results, education, team-orientation.
- Informative headings, "chunks" of text, lists.
- No spelling errors, typos, non-parallel lists, or other grammatical problems.
- Considerations of white space, clean, uncluttered, consistent layout on good paper.

Grading criteria for the Cover Letter

- Specific purpose in the introduction.
- Specific evidence of skills, abilities, responsibilities, results, education, that relate to the job.
- Proper letter format.
- No spelling or mechanical errors.

Penalties

Failure to bring in a draft on the due date will result in a one letter grade penalty on your final draft. If late, your resume will be docked one letter grade for each calendar day it's late up to one week, after which you will receive no credit.