

Resume/Cover Letter Assignment

As seniors, you will soon have to join the workforce, if you have not done so already. To do this, many employers will require you to submit an appropriate cover letter explaining your interest in the position and why you believe you would make a good employee along with a resume giving all pertinent information about you that makes you an ideal candidate.

To give you some experience at this, you will be creating a sample resume and cover letter from which you will be able to use to create documents tailored to particular positions in the future. Remember, each resume and letter you right should be different depending on the wants and needs of the job for which you are applying.

- 1) You will need to find a real-life position somewhere which you would be qualified for and possibly enjoy. This can be any job you think you have the skills and experience to do and would have a reasonable chance at obtaining. Begin by searching the employment ads in the local newspapers or searching websites such as Monster.com or CareerBuilder.com. The Post-Dispatch also has an employment section of their website. It may also be wise to stick with entry-level positions unless you have specific experience from a job you hold now.**
- 2) Create a suitable resume and cover letter applying for the position using the information from class. Be sure that you include any skills, experiences, or classes that will help you perform well in the position. Make your resume clean, clear, and error free. Lastly, be sure that your cover letter is engaging and to the point while giving the employer everything he/she will need to evaluate and contact you.**

You will need to submit a copy of the job requirements when you turn in your resume and cover letter.

Your documents should be typed and appropriate for the position. They do not need to be on resume paper.

The final copies are due _____.