

This assignment is designed to give you an opportunity to develop your resume, judge your strengths and weaknesses, and provide insight into the types of jobs or occupations you may wish to research further during your college career. It is not unusual for students to have very “little” in terms of education and experience. The goal here is for you to organize what you *do* have and practice your skills in rhetoric and design

First, find a job advertisement for which you may apply. **Second**, begin constructing your resume and cover letter for this particular job. Use your book (specifically chapter 2) to help you construct your resume. You may use our <resources> page to find job advertisements (monster.com for example—you may also use our career services).

Some Quick Tips

- Your cover letter should highlight areas that are not evident in the resume
- Be sure your cover letter and resume coincide with each other
- View several examples of cover letters and resumes
- Have a professional yet unique resume design (see examples and use your book)

Submission Guidelines (do not deviate!)

What

- A copy of your job advertisement (a web address is not sufficient here. I want the hard copy—you may print it from the web but do not send me the link!)
- Your cover letter (which should address the job advertisement)
- Your resume

How

- Send one email with your 2 documents attached
- Your documents should be named: resumesmith.doc and coverlettersmith.doc
- The subject line should read: Resume and Cover Letter
- Your job advertisement will be submitted in hard copy and it will contain the position title, deadline for application, and a full job description

These documents should be cohesive in nature. The cover letter and the resume should be tailored ethically to address the job advertisement. Whatever you say about yourself and the job in the cover letter should be evidenced by the resume.

Grades:

- All documents should be submitted on time, in proper format, and in a clean fashion
- Your resume should be consistent in format and free from typographical mistakes

- You should use phrases and complete sentences when appropriate (be parallel in structure)
- If you did not have a rough draft when due or if you did not participate in a peer editing session you will lose at least 1/3 a letter grade on the final grade for this project.

Reminders:

- Your objective/resume/letter should use active verbs (use buzz word/s from the job description to craft your objective).
- The categories you create should highlight your strengths (categories are created by looking at the list of things you have “done” over the last few years)
- For education, you can still use UNCW; just put “degree expected spring 2007”
- You may also include specific (BUT significant) courses you have taken.
- Be professional about any hobbies/activities you include (collecting liquor bottles may not be something you want to include here).
- Consider including one or two sentence descriptions under your work experience (for example, “managed/supervised 10 employees, created work schedule, etc.)
- I strongly encourage you to post your final resume in the UNCW Experience Career Services area. (not required)

See online schedule for due date

As always, feel free to make an appointment if you need any help.