

This assignment requires that you create a resume and a cover letter. However, before doing so you will need to locate a job advertisement for which you *may* apply. Note: you are not required to apply for the job. 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 center). The goal is simply to begin preparing you for selecting an appropriate occupation based on your educational experiences and life goals.

Please submit all documents in hard copy:

- A copy of your job advertisement
- Your cover letter
- Your resume

Resume and Cover Letter

See online schedule for due dates

Please email me or schedule an appointment with me if you have any questions or concerns about the assignment: atkinsa@uncw.edu