

Resume and Cover Letter Assignment

Go online or look in the newspaper, web or other source for a job opening or an internship in your field.

1. Prepare a resume.

If you are applying for an academic position, prepare a CV.

Follow the guidelines in the Career Guide. Use active verbs. Highlight your achievements and contributions.

2. Prepare a cover letter.

Follow the guidelines in the Career Guide. Double space your cover letter so that I can correct. This means the letter should be 2-3 pages long, double spaced. The final version will be single spaced, as you would do if you were truly applying for a position. Final, single-spaced cover letter should be one page long.

3. Proofread with your eyes before you hand both in. Also include a copy of the job listing/web posting.

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