

CIS 5.2 Assignment 3 Resume and Cover Letter due March 2, 2009

Find an ad for a job you'd like and for which you currently qualify. Find the ad in the newspaper, or online (try monster.com, Craigslist.com, or whatever job sites you know.) Make a copy of the job listing for me to look at.

I. Write a cover letter applying for that job. In your cover letter, make sure to include all of the following:

1. Letterhead (make your own letterhead as we did in class, and save it to use later)
2. Inside address (person to whom the letter is sent, including address)
3. The date on which you wrote the letter
4. Salutation (Dear....)
5. Body text, including your primary qualifications for the job
6. Signature (Sincerely, and your name, with room for your handwritten signature)

II. Write your resume.

1. Use a template from the templates menu. (Office button, New, Installed Templates) and indicate in the cover sheet of your document (NOT the cover letter), what Template you have selected.
2. Include your name, address, phone, email address, and Web site, if you have one.
3. Include
 - Objectives
 - Education
 - Experience
 - Skills (sorted)
 - References

III. Create an envelope addressed to the person who listed the job. Include your return address in the upper left hand corner of the envelope.

**Be sure to spell-check and grammar-check everything!
If you submit something that Word marks as incorrect (with a green
or red wavy line under it), it will cost you points.**

Submit in class on the day the assignment is due the following 6 items: the copied ad, your cover letter, your letterhead (printed), your resume, and envelope, and a cover sheet that includes your name and section number (12A or 2A) and the requested information about the template used in your resume.

Email me, by class time on the day the assignment is due, the following 4 items: your cover letter, resume, and letterhead together with a cover sheet as explained just above. (Note: you do not have to email the envelope or the ad)