

## **Resume and Cover Letter Assignment**

As part of your required assignments for this class, you are to write a professional quality resume and cover letter. This sheet will give you the specific details regarding this requirement.

Every resume and cover letter should be written for one specific job. The resume and cover letter you write for this class is no exception. You have two options for doing this:

1. Go to the class website, [http://www.smccd.net/accounts/larson/crer137/crer137\\_job\\_listings.htm](http://www.smccd.net/accounts/larson/crer137/crer137_job_listings.htm), and select one of the jobs listed. Write the most effective resume and cover letter you can, using your current education, skills and work experience, as if you were actually applying for this job.
2. Alternatively, you may find a “real” current job listing and write your resume and cover letter for that job. The job **MUST** be one that you are reasonably qualified for, right now, given your current education, skills and work experience. You can find job listings in newspapers, the Career Center or online – try <http://skylinejobs.com>. The job listing you select must have specific and detailed listings of duties and requirements, similar to the examples in option #1.

**Whichever job you choose, you must attach a copy of the job announcement with your resume and cover letter when you turn them in.**

Your work will be graded on how well you present yourself in relation to the job requirements, as well as on the format, appearance and effectiveness of your work.