

English 12 Q4 Cover Letter and Resume

For this assignment, you will

1. Search real job postings to find a job you may be interested in applying for at some time in the future
2. Write a resume documenting your education, work experience, volunteering, personal and business references, and contact information
3. Write a cover letter for that specific job posting

Steps to complete the assignment:

1. Search job posting sites and find a job you would be interesting in applying for either now or one that you will be qualified for when you finish college or any post high school training:
MLive: <http://www.mlive.com/jobs/>
Career Matrix: <http://www.careermatrix.com/> (use the search box to choose your criteria)
Help Wanted: <http://www.helpwanted.com/grand-rapids-mi-jobs>
2. Be sure to choose a job posting that you are qualified for (or would be qualified for when you finish your college or post-high school training)
3. Create your resume: Open a GoogleDoc and title it Lastname Eng12 Q4. The link below gives you many different sample resumes and how to set them up. Follow these examples to write your own resume. I understand you may not have a lot of work experience yet, so consider what skills you have that would be valuable to the employer.
http://www.extension.harvard.edu/sites/default/files/ext_carc_res.pdf

Your resume **MUST** include:

- Your first and last name
- Address
- Contact phone number
- Personal email (don't use the Kenowa one because it will not work after you graduate)
- List your education
- Any job experience
 - Name of company
 - Time worked there (Month year-Month year)
 - Bullet point the Duties performed (use the Action Verbs for Your Resume on pg. 4 of this document:
http://www.extension.harvard.edu/sites/default/files/ext_carc_res.pdf)
 - Volunteer Experience
 - Any clubs/memberships that might be valid to show for the job
 - At least TWO personal references (NOT relatives, but people who can speak to your good character)
 - At least TWO professional references (former bosses, supervisors, teachers)
- Your resume should be visually appealing, organized, legible, with NO spelling or grammar errors

4. In the same document, below your resume, write your cover letter. There is a tutorial on how to write a cover letter towards the end of this document:
http://www.extension.harvard.edu/sites/default/files/ext_carc_res.pdf
5. Share the Googledoc with your English teacher and s/he will give you feedback on it.
6. When you have fixed any feedback from your teacher, you should then COPY AND PASTE the resume and cover letter into the Odyssey assignment to be graded.