

Resume and Cover Letter Assignment

Due: 02/05 at 11:59pm

Some of the first writing you will have to do as a professional is to create a resume and cover letter for job applications. Perhaps you already have some experience with this type of writing. For this assignment, you will find a job posting in your field that you would be qualified to apply to after graduation and tailor your resume and cover letter as though you were applying for that job. Use the following resources to help you format your resume and cover letter:

- [Tips on Writing Cover Letters \(with examples\)](#)
- [Tips on Writing Resumes and CVs](#)
- [Resume Examples](#)
- [CCNY Career Services: Writing a Resume and Cover Letter](#)

You will be handing in the following documents when this project is due:

- Job posting
- Resume
- Cover letter

	High Proficiency	Proficient	Some Proficiency	No/Limited Proficiency	Score
Resume: How well is the document structured, and does it contain all the appropriate categories?	18-20	15-17	12-14	0-11	
Resume: Is the resume organized in a logical way, is it an appropriate length, is it easy to read?	8-10	6-7	4-5	0-3	
Resume: How well does the writer address the audience's needs, does the resume fit the job posting, does the writer use key words from the job posting in their resume?	14-16	11-13	8-10	0-7	
Resume: Is the resume free of spelling and grammar errors?	4	3	2	0-1	
Cover Letter: How well does the writer follow genre conventions such as letter format, personalized information and formal tone?	18-20	15-17	12-14	0-11	
Cover Letter: How well does the writer address the audience's needs, does the letter fit and refer back to the job posting, does the writer show unique ways they will benefit the company?	14-16	11-13	8-10	0-7	
Cover Letter: Is the letter organized in a logical way, is it an appropriate length, is it easy to read?	10	8-9	6-7	0-5	
Cover Letter: Is the letter free of spelling and grammar errors?	4	3	2	1	
Total Score					100