

## Overview

Using an actual job listing from a company in your area of interest, you will create a job application letter and a resume. For the assignment, you will choose where you will apply, conduct minimal research regarding your target company, and analyze your own capabilities and assets. Then you will write a letter of application and a resume. You will submit the resume and letter for grading, along with a copy of the actual job listing.

## Letter of Application

In a single page, you will write a letter of application for a job. Please follow proper business formatting, as outlined below. *Also, you are required to turn in a copy of the job ad and/or position for which you are applying.*

The letter is your first and maybe only chance to make a good impression, so be sure to provide all the most important details. Using the information found in the job ad, target your letter specifically to that company and that position. You should also design a professional-looking letterhead using fonts of your choice.

### Formatting:

- Margins are 1" or 1.25"
- Full-block style (all paragraphs and lines begin flush left, except letterhead)
- Blank line between each paragraph
- Font should be Times New Roman 12pt (except for your name in the letterhead)

### Structure:

- Your name and address (letterhead)
- Date
- Name, title, and address of recipient
- Salutation
- Introductory paragraph
- Body of letter
- Conclusion (asking for an interview)
- Complimentary close ("Sincerely," followed by 3 blank lines)
- Signature and typed name

### Grading Criteria:

- 1) Format of your letter
- 2) Information you choose to provide about yourself (and whether it matches the job ad)
- 3) Order in which the information is presented (most important first)
- 4) Grammar and punctuation.

## Resume

In a single page, you will create a resume appropriate for the specific job for which you are applying. Please follow proper resume design rules, as outlined in the separate handout, “Resume Guidelines.”

When creating this resume, think of what you want the employer to learn about you in under five seconds. Look at the organization, the appearance, and the information to determine whether the document you have created represents you at your best. You may use a different font besides 12pt Times New Roman for the body of the resume, but do *not* use more than two styles of fonts—one for headings, and one for text. You *must* use parallel grammatical construction for all lists and bullet items.

**Warning:** *DO NOT* use the resume templates found in Microsoft Word. Some of these templates use bad design principles. They will also insert codes into your document that make changes nearly impossible to make.

Your resume will contain the following elements in *no more than five sections*:

- Name and contact information (use the same letterhead design as the application letter)
- Career objective (optional—do not include if it takes up too much space or is not necessary in your discipline)
- Education (with dates and locations)
- Work experience (with dates, locations, and specific descriptions of your duties, using active verbs and incomplete sentence construction)
- Other relevant sections, such as Qualifications, Skills, Accomplishments & Awards, or Volunteer Work (with dates and locations)

### Grading Criteria:

- 1) Format of resume
- 2) Document design
- 3) Relevance of information
- 4) Punctuation
- 5) Grammar
- 6) Parallel construction of lists

### Additional Resources

Please check the class website for good and bad examples of resumes and job application letters.