

# Resume and Optional Cover Letter Assignment

The following assignment is submitted twice: first as a rough draft for feedback in week three and then as a final version for a grade in week nine.

## Purpose

The resume is the most important document that you will utilize in your job search. They are usually glanced at for about 10 to 15 seconds during the first round, then a minute or two more if they survive that. It is important to learn the skill of presenting yourself well in a resume. The finishing touch of a resume is taking into account what the employer is asking for (using their language, etc.), but before that can happen you need to have it all laid out. This assignment will help you to lay out your experience and skills so that you can adapt it for future job searches. Optionally, you may also submit a cover letter for feedback and review. See the handout for the Cover Letter Overview and Sample if you would like to complete this option as well.

## Tasks

1. Review the Resume Overview and Samples handout.
2. Using the Resume worksheet in the handout, create a resume draft using your own information and experiences.
3. Submit your assignment online for feedback and review.
4. Incorporate feedback into your final version of the resume and submit online in week nine of the term.

## Criteria for Success

Element	Well Developed	Somewhat Developed	Element Missing
Name and contact information	2	1.5	0
Summary Profile	2	1.5	

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Element	Well Developed	Somewhat Developed	Element Missing
Summary of Qualifications	2	1.5	0
Experience	2	1.5	0
Education/Training	2	1.5	0
Writing is clear with correct spelling, grammar, and sentence structure	2	1.5	0