

[See this page in the course material.](#)

For this assignment, you are going to find a job advertisement online that you would potentially want to apply for someday. You'll then create a custom résumé and cover letter for this specific job, and then fill out the Interview Research Worksheet for your chosen job.

- [Click here to download a PDF of the Interview Research Worksheet.](#)
- [Click here to download a .docx file of the Interview Research Worksheet.](#)

You will submit a link to the job advertisement, your custom résumé, your cover letter, and your completed Interview Research Worksheet to your instructor.

NOTE: You can use your actual work and volunteer experience as you create your résumé and cover letter for this assignment, so you'll be able to use them as starting points when applying for jobs in the "real world." If you are still building your work work experience, complete this assignment for the job you want in the future.

Grading Rubric

Criteria	Not Evident	Developing	Proficient	Exemplary	Poi nts
Provide a link to an applicable job posting	0 pts Link is not provided	0pts Link is not provided	3 pts Job is not applicable	5pts Link is provided and job is applicable	5 pts
Create a customized résumé, matching the vocabulary and skills of the provided job posting	0 pts No résumé is submitted	5 pts Résumé does not include all elements of a résumé	10 pts Résumé includes all elements of a résumé, but does not align perfectly to the job posting	15 pts Résumé includes all elements of a résumé, and aligns perfectly to the job posting	15 pts
Create a customized cover letter, matching the vocabulary and skills of the provided job posting	0 pts No cover letter is submitted	5 pts Letter does not include all elements of a cover letter	10 pts Letter includes all elements of a résumé, but does not align perfectly to the job posting	15 pts Letter includes all elements of a résumé, and aligns perfectly to the job posting	15 pts
Complete the Interview Research worksheet	0 pts No worksheet is	5 pts Worksheet is only partially	10 pts Worksheet is completed, but does	15 pts Worksheet is completed and	15 pts

	submitted	completed	not match details of the job posting	matches details from the job posting	
					Total: 50 pts

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