# **Project #2: Career Documents**

The purpose of this assignment is to design and create documents you would use to apply for a job: a resume and cover letter. To do this, you’ll have to find a job posting in your field, or for a job that interests you. Job documents should be tailored to a particular position, so this project will help you practice the rhetorical skills you will use to do that. You will produce two documents: a **one-page resume** displaying your contact information, skills, and qualifications, and a **one-page cover letter** expressing your interest in a specific position. **The revised draft of your resume should be no more than 1 page single-spaced. The revised draft of your cover letter should be no more than 1 page single-spaced.**

**Note 1:** You may have created documents like these for another class. However, it is important that you ask your instructor before reusing any documents! Your instructor may prefer that you create new documents for this assignment.

**Note 2:** You shouldn’t use generic documents or templates for this assignment. Make the most effective content and design choices for your rhetorical situation.

**To be considered complete, your final project should include:**

* **Your one-page, single-spaced resume**
* **Your one-page, single-spaced cover letter**
* **Your revision note, which includes a discussion of your revisions**

**To get started**, look for a job ad in your field or chosen career path. If you aren’t sure what this will be, any job posting that sounds interesting to you is fine. You could start by looking at the Careers page for a company you’re interested in, or you might try sites like Indeed, LinkedIn, CareerBuilder, or Monster.

Once you’ve identified a job posting you’d like to use for this project, read and annotate it. You should have a good understanding of the job’s qualifications as well as the responsibilities and tasks you’ll be expected to take on. Note how your own qualifications and experiences match this information.

**When you’re ready to begin writing your resume**, think about the following:

* How can you make sure that the employer can easily find important information like your name, contact information, and qualifications?
* Where do your skills match the employers’ needs? How can you highlight that?
* How can you use verbs to highlight what you did in prior positions? For example, you could say “worked as a lab assistant for Dr. X’s project” or “sorted new stock and created seasonal displays.” Be specific!
* How can you incorporate keywords from the ad into your resume?
* How will you design your resume document so that all your information fits on one page? Can you use lists? Tables? Columns?
* How can you use style choices in your resume to highlight important information? Should you use color? Contrast? Proximity? Repetition?

**When you’re ready to begin writing your cover letter**, think about the following:

* Who is your likely audience? Will they have the same skills and qualifications as you, or will you need to explain some of the content on your resume?
* As a candidate for this position, what are your strengths? How do they distinguish you from other candidates?
* How can you incorporate keywords and other language from the job ad into your cover letter? In what other ways can you show the employer that you read their posting carefully?
* How can you “chunk” information so that each paragraph has a clear main idea?
* How can you design your letter so that it looks professional and clean and is easy for readers to read?

## Format & Layout

Resumes and cover letters can vary in content and design depending on who is applying to which job. Though you can personalize these documents in a variety of ways, *the design of your documents should suit their purpose*. In other words, your resume should be designed so that your qualifications and skills stand out and your cover letter should provide a narrative that showcases you, your interests, and your attention to the employer’s needs.

For more information on how to design and format a resume, review the following information:

* *PSTC*, Chapter 10: Applying for a Job, “Writing Resumes”
* *Handbook*, Resumes, “Sample Resumes,” “Organizing Your Resume”

For more information on how to design and format a cover letter, review the following information:

* *PSTC*, Chapter 10: “Writing Job Application Letters”
* *Handbook*, “Application Cover Letters”

[Insert how you want students to format their paper. As the instructor, you can add more specificity to the prompt but do not change the scope or rigor of the assignment.]

Final submission should be **uploaded on Blackboard** as an Adobe PDF or Word file.

## Due Dates

|  |  |
| --- | --- |
| **Project Stage** | **Due** |
| First Draft | [MM-DD] |
| Peer Review | [MM-DD] |
| Final Draft | [MM-DD] |

## Revision Note

When you are ready to submit your final draft in Week 4, you must include a revision note that explains the revisions you made to your original draft and why.

## Final Submission Checklist

* I have included a revision note as the first page of my assignment where I explain what revisions I made to my draft and why.
* I have created a resume and cover letter that respond to a specific job ad.
* I have formatted my assignment [as my instructor has described.]
* I have saved the document as a .pdf or .docx file for submission.