**Composition and Rhetoric**

**Spring 2018**

**Cover Letter and Resume Assignment**

**Directions:** Create an effective cover letter and resume for a job you would like to apply for. You will need to go online and find a job you would like to apply for (you may want to use job search websites to start getting familiar with how they work) in which to send this resume and cover letter. You will need the company name, address, and who you are sending the information to, e.g. hiring manager, director, human resources, etc. You will address your cover letter to this individual and tailor your information to suit that company.

**Things to consider:**

Resume and cover letter should be on their own sheet of paper (but can be in the same file)

Everything should be single-spaced

Cover letters and resumes use ethos and logos

Look at the PowerPoint and the examples given in class

Keeping a resume on file is important because you can quickly update it and get it out when you need to. Resumes can be used for jobs, internships, fellowships, and when presenting academic information.

**What you will turn in:**

A printed copy of the job you found online

Your cover letter

Your Resume

Staple in this order

**Due:** Thursday, May 17 by 10 p.m. on Turnit.com, all printed copies need to be in class on Friday, May 18.

Resume is worth 20 points, Cover letter is worth 20 points, total 40 points toward your essay/project portion of your grade.