**Assignment 2: Resume and Cover Letter**

**Overview**

Using an actual job listing from a company in your area of interest, you will create a cover 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 cover letter and a resume. You will submit the resume and letter for grading, along with a copy of the actual job listing.

**Cover letter**

In a single page, you will write a cover letter for a job. Please follow proper business formatting, as. In addition, 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.

**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,

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.

**Grading Criteria:**

1) Format of resume

2) Document design

3) Relevance of information

4) Punctuation

5) Grammar

6) Parallel construction of lists