**JSS - 1001 Cover Letter & Resume Assignment Outline (20%)**

Student Name: Student Number:

**Objective:** Update your cover letter and resume to ensure you are ready to stand out from the crowd!

**Instructions:** Find a job posting relevant to your study area. Create a cover letter and a resume to target that job posting, as if you were applying for that specific job.

**Part 1: Cover letter**

Write a cover letter that targets the specific job posting. Please use the content covered in this unit to create your cover letter.

**Part 2: Resume**

Use VMock (refer to instructions within the course) to create your updated and polished resume. A score and feedback will be provided to you in vMock. You can make updates and re-submit again through vMock to update your feedback and improve your resume and your score. Students have 8 attempts to create a resume that has a score of a minimum of 70%. Once you have obtained the 70% score, take a copy or a screen shot of the report, and add it to the Resume Dropbox with a copy of the resume you created.

**Submission Instructions**: Upload the job posting, cover letter, resume and a screen shot of your vMock resume final score to the specified Dropbox by the required deadline.

***Please note: This is an individual activity and reflects an individual career goal. It is expected that all students take the necessary steps to complete the work according to Lambton College’s policy related to Academic Integrity. No two career goals should be the same.***

**Cover Letter & Resume Assignment Outline & Marking Criteria (20%)**

A screenshot of a survey

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