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| **Title** | **Job Search: Project 5 - Personal Resume/Cover Letter/Job Listings** |
| **Contact Information** | Steve Child  USC Iovine and Young Academy  [child@usc.edu](mailto:child@usc.edu) |
| **Duedate** | Week 5: Wednesday, February 17th |
| **Format Expected** | Personal Resume |
| **Description** | **RESUME:**  Write and design your **personal resume** considering the lecture presentation given. Look for examples and layouts that would be appropriate for the job search you will undertake upon graduating this year. Single or two-page but no more. Use the worksheet and active word list as reference. Your resume should be well designed, easy to read and clear in its organization.  Create a Clear Visual Hierarchy of Information. Keep the fonts clean, readable and professional. Apply a simple and consistent color scheme that distinguishes the organization clearly. Personalize it and consider investing in a professional photo.  Consider the three formats:  **RESUME FORMATS:**   * Chronological * Functional * Combination   [Resume building templates](https://www.resume-now.com/lp/rnarsmsm63.aspx?utm_source=google&utm_medium=sem&utm_campaign=56793931&utm_term=build%20a%20resume&network=g&device=c&adposition=&adgroupid=2206083931&placement=&gclid=Cj0KCQiA3NX_BRDQARIsALA3fIJjWJcPOafGe5zNoepvLzFii020-SsLUpl4dYJ84DbHnFEvvQNelFEaAvLVEALw_wcB)  [Linkedin class for designing resumes](https://www.linkedin.com/learning/designing-a-resume-for-creatives?src=go-pa&veh=sem_src.go-pa_c.LLS-C_NAMER_All_US_Search_Google-NB_DR-PRS_Broad_Course-DSA_All_English_Core_pkw._pmt.b_pcrid.473973899278_pdv.c_plc._trgid.dsa-977546826847_net.g_learning&trk=sem_src.go-pa_c.LLS-C_NAMER_All_US_Search_Google-NB_DR-PRS_Broad_Course-DSA_All_English_Core_pkw._pmt.b_pcrid.473973899278_pdv.c_plc._trgid.dsa-977546826847_net.g_learning&mcid=6626616148786065462&cname=&camid=11414361530&asid=110361572623&targetid=dsa-977546826847&crid=473973899278&placement=&dev=c&ends=1&gclid=Cj0KCQiA3NX_BRDQARIsALA3fILjYOZqiMxsieFebxX1emD_SXLsrePDGHPkAV8Gfzh0JxNHldo_OisaArUwEALw_wcB&gclsrc=aw.ds)  [15 Expert tips to designing a professional resume](https://piktochart.com/blog/tips-designing-winning-resume/)  **COVER LETTER:**  Create a cover letter that introduces you to a point of contact to an organization you would like to work for/with. Design in in relation to your resume as they will be sent as one package.  • Explain why you are writing  • Highlight qualifications  • Make a specific request for an interview  [Cover Letters](https://www.thebalancecareers.com/cover-letters-4161919) [More Cover Letter Samples](https://resumegenius.com/blog/cover-letter-help/how-to-write-a-cover-letter)  **SEARCH STRATEGY - RESEARCH AND LIST:**  Identify and list at least 5-7 firms in which you would like to apply to.   * Name of company * What they do * Why you would like to work for them * Points of contact - connections to the company |