



İSTANBUL TECHNICAL UNIVERSITY
Department of Computer Engineering

BLG374E – Technical Communications for Engineers – Spring 2015

Assignment – CV & Coverletter

Assignment Due Date: 21 – March – 2015 (Saturday) 23:59pm

CV & COVERLETTER

The assignment

1. Find an advertisement for a job that you would like to do, either online or from a paper source.
2. Write a *targeted* CV and a cover-letter suitable for applying for that job.
3. Keep notes about what you did to target the CV.

Submission policy

- Only electronic submissions through Ninova will be accepted.
- Late submissions or those submitted otherwise than according to instructions will not be accepted.
- Submit:
 - A **PDF** containing a scan, screen-shot or exported PDF of the job advertisement.
 - A **PDF** containing your cover-letter.
 - A **PDF** containing your CV.
 - A **TXT** (text) file pointing out the targeted elements in your CV (4-8 bullet points).
- Submit in **English**. If the advertisement is in Turkish, translate it also.
- Academic dishonesty, including cheating, plagiarism, and direct copying, is unacceptable.

Grading policy

Weighting:

Cover-letter (50%):

- *Follows the format of a formal letter and is respectful in tone.*
- *States the position applied for and how it was known to the candidate.*
- *States the candidate's reason for applying.*
- *Connects experience, skills, education, etc. of the candidate with job/company requirements. (*)*
- *Links goals of candidate with the company.*

CV (50%):

- *Has all necessary contact details.*
- *Has key information easily available.*
- *All relevant information is included.*
- *Job-relevant information is highlighted.*

Bonus marks:

- *Impact*
- *Creativity*

Deductions:

Spelling mistakes.

Gross errors in formatting, punctuation.

Presentation and grammar errors.