ECE 3390 Technical Writing

Coppersmith

**Assignment #1: Resume and Cover Letter**

For this assignment, go to one of the job search engines (LinkedIn, ZipRecruiter, etc.) and find a listing for a position you would like. You can either choose a position you’re qualified for now or one for which you expect to be qualified in the future. Circle the critical keywords as we discussed in class.

Then, write a resume and cover letter for that particular job posting that demonstrate your ability to produce results in your area of expertise for your three-fold audience: The applicant tracking system (robo-readers), the recruiter/HR person, and the hiring manager. Review the PowerPoint presentation in eLearning to make sure you have the appropriate sections, verbiage, tone and formatting.

The cover letter gives you an opportunity to talk (so to speak) directly to the hiring manager. Unlike your resume, your cover letter will give a sense of the kind of person you are, and you can make a more direct case for why you’re a good fit for the position. Just a few guidelines:

* Make sure your first paragraph identifies by title the job that you want and says at least something about your qualifications for the job.
* For the body of the letter, pick some of the key points out of your resume and cover them in depth. If you don’t have relevant work experience, talk about course projects or hobby projects you have completed.
* In the final paragraph, be sure to ask for what you want: an interview.

Post the assignment to eLearning in **Microsoft Word** format. Email me if you have any problems. For the job posting, you can either include a scan with the keywords circled, or you can send a link to the posting and provide the list of keywords in the body of your email.

<https://g.co/kgs/5d4W3Z>