

CPSC 2910 Fall 2017

Resume and Cover Letter – Details

Due Date: Sunday, September 10th, by midnight

The [Career Fair](#) for the College of Engineering, Computing and Applied Science will be at Clemson on Tuesday, September 26th from 12-5 in Littlejohn Coliseum. You are **required to go**, at least to stop in and observe what goes on - how students who are actively seeking information are dressed, the types of questions they ask and the discussions they have with the companies who are present, etc. (More information about what to expect and how to prepare are at the link above.)

The companies that will be recruiting are listed here:

<https://clemson-csm.symplicity.com/events/f43027745021929fadec014e17143bbe/employers>

Your assignment is two-fold.

1. Research three companies attending the Career Fair that are of interest to you. At the Career Fair, stop by the table for those companies. You don't have to talk with anybody unless you want to, but at least observe the conversations that students are having with the representatives of those companies.

Write a one page summary of each of the three companies. Include information such as:

- a. name & type of company (tech company, manufacturer, business, etc.)
- b. location(s)
- c. what makes them attractive to you?
- d. what need do they have that you can fulfill
- e. any other interesting information about the company

This typed, one page summary does NOT need to be in full paragraph form; bulleted lists are fine.

NOTE: This will not be graded on grammar and punctuation – it will be much easier to see what information you provide and easier to grade if it's NOT in full paragraph form.

2. Pick one of the three companies, write a cover letter and resume specifically for that company. To do this you will need to understand this company well. Sell yourself to this company.

Extra credit: 2.5 points each: Attend an Inside Edition Workshop or the Resume Blitz.

1. **Inside Edition Workshops** will give you a brief overview of how to prepare, what to expect and the logistics of the fair. Employer representatives will be participating in the workshops to give professional tips. You will be able to interact with employers and ask them questions in a relaxed and personal setting.
2. **The Resume Blitz** will give you an opportunity to have your resume reviewed by career center staff and select employers prior to the fair.

Clicking on the above links will take you to the various times and locations for each of these. Take advantage of one of these resources and provide proof, such as a copy of comments they made on your resume or something signed by the person there.

There are **three deliverables for this assignment** that are to be submitted via the handin page:

1. your one-page summary of the three companies (worth 1%)
2. your cover letter for the chosen company (worth 5%)
3. your resume (worth 9%)

The window for submission will close after midnight, on Sunday, September 10th so be sure to submit these before midnight.

If you have questions pertaining to this assignment, please contact me as soon as possible.