This assignment will help you create a cover letter and a resume to apply for a job. For the letter you will use the business/professional letter format.

Regina Hartley (10 min): Why the best hire might not have the perfect resume

Susan Colantuono (14 min): The career advice you probably didn't get

Carol Cohen (12 min): How to get back to work after a career break

Ashwini Mrinal Bhagat (8 min): What I learned from 32 grueling interviews

David Burkus (8 min): Why you should know how much your coworkers get paid

Research

What do a cover letter and resume look like in your career field. Consider using the library in addition to using the internet.

Also look at SLCC employment and career

Requirements

Choose either a job posting, internship, scholarship, or college application that you can create your materials for.

Write a cover/application letter that highlights the credentials in your portfolio.

Design/write a resume for the same situation as you used for your cover/application letter.

April 12, 2019

Dear Caveon team,

I’m a front end Web developer with 5 years of experience making creative and simplistic looking Web Projects using the most popular and widely used technologies. Handling **HTML**, **CSS** and **JavaScript** have been part of my experience in this journey, I also have experience with frameworks like **Bootstrap** and **Jquery**.

Your vacant for Web Developer is an opportunity I want to take, so I can still do what I love to do while getting involved in your business culture. I’m always looking to learn what I consider the most practical and attractive technologies for the future, recently studying one of the most important frameworks for real time updating, **React js**.

There are some other technologies I’m able to work with such as **SASS**, **PHP** and **MySQL**. I’m familiar with Linux systems and Windows servers as an additional knowledge that can be useful in your organization.

Besides being a Web Developer, there are some other qualities in me that can contribute to your everyday labor. I consider myself an honest person with well founded values and principles, I also have great communication skills with co workers, customers and others. My skills and values made me made me escalate positions in previous jobs, reaching the manager position in a company where besides my regular operational activities I had to negotiate prices, coordinate activities including several parties and coordinate my own internal team.

I’m looking forward to meet you soon, and I really hope to become part of your team, thanks for your time.

Best regards

**Johan Farfan**

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| Skills and Abilities |

**Web Tech Related:** HTML. CSS, SASS. Javascript. Bootstrap. Jquery. PHP (basic). And currently learning React.

**Technical:** Knowledge of network implementation and expansion. Advance MS Windows administrator. Familiar with Linux workstations. PC troubleshooting.

**Organizational:** Efficient communicator. English/Spanish Bilingual. Service oriented. Self started. Calm Nature. Creative.

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| E-Portfolio |

JOHANSBLOG.COM/CREATIONS

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| Experience |

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| **SLCC (Continuing ED)**  Lab Aid: basic computer classes for refugees, assisting the main teachers and acting like one for reviews and assessments. | SLC, UT |
| **Computer Technician**  Since I was a teenager I’ve been working with computers and little by little my knowledge was growing, expanding to networking handling, and Windows (desktops) systems administration. | Self-Emp |
| **Vone Consortium**  Logistics Manager: Responsible for all the documents arrangements and preparations to have a smooth clearance, payments, coordination with shipping agents, etc. | Puerto La Cruz, VE |

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| Studies |

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| Salt Lake Community College  Currently Studying **Computer Sciences and Information Systems** | SLC, UT | 2017-present |
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