**CIS-1150 –Assignment #11**

**Resume and Cover Letter Assignment**

**September – December, 2014**

**Assignment #11** – In this assignment, you will be preparing a job application by creating (or re-designing) your resume and developing a cover letter. **/10**

**Instructions:**  – The application for a job in your field will include a resume and cover letter. You will need to find **an appropriate job advertisement** and respond to it accordingly.

Guidelines are posted below:

* Resume **/5**
  + Highlights your qualifications in an appealing style
  + Displays parallel structure
  + Uses consistent formatting throughout
  + Displays proper spelling and grammar
  + Applies to an appropriate job or position
* Cover letter /**5**
  + Displays a three-paragraph letter (intro, body, and closing)
  + Speaks of the job posting in a very concise manner
  + Uses good letter formatting throughout
  + Displays proper spelling and grammar
  + Sells YOU as an excellent candidate for the job

**Due December 3, 2014**