

# MANAGEMENT COMMUNICATION 320

Writing in Organizational Settings

## Cover Letter & Resume

<b>Purpose</b>	Resumes are all about getting an interview. This assignment will help you understand and apply the fundamental elements of resumes and cover letters.
<b>Action</b>	<p>Step one. Research and select an actual job announcement. Use the position requirements as a guide to tailor your cover letter and resume.</p> <p>Step two. Design a resume highlighting your relevant experiences and education to show how you meet the requirements for the selected position.</p> <p>Step three. Write a cover letter highlighting some of your experiences and include at least one PAR story.</p> <p>Step four. Turn in your <u>drafts</u> with your cover letter on top, followed by your resume, and lastly your position announcement. These must be stapled together.</p> <p>Step five. Turn in your <u>final</u> versions with your new cover letter on top, followed by your new resume. Also, include your drafts and job announcement (everything you turned in on October 9). These must be stapled together.</p>
<b>Grading</b>	Drafts—5 points each Finals—20 points each
<b>Rubric</b>	Design (headings, typography, spacing) Organization Content Style
<b>Format</b>	Apply OABC structure and appropriate letter formatting for your cover letter. Apply appropriate formatting and design guidelines for your resume.
<b>Due Dates</b>	Draft—October 9 (Cover letter, resume, job announcement) Final—October 16 (Final cover letter, resume, and all drafts)