**Resume and Cover Letter Assignment**

Some of the first writing you will have to do as a professional is to create a resume and cover letter for job applications. Perhaps you already have some experience with this type of writing. For this assignment, you will find a job posting in your field that you would be qualified to apply to after graduation and tailor your resume and cover letter as though you were applying for that job. Use the resources on the [course website](https://writinginhumanities2018s.wordpress.com/readings/) and what we discussed in class to help guide you through writing in these two genres.

You will be handing in the following documents when this project is due:

-Job posting

-Resume

-Cover letter

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **High Proficiency** | **Proficient** | **Some Proficiency** | **No/Limited Proficiency** | **Score** |
| **Resume:** How well does the writer follow genre conventions such as using parallel structure, action words and appropriate categories? | 10-9 | 9-8 | 8-7 | 6-0 |  |
| **Resume**: Is the resume organized in a logical way, is it an appropriate length, is it easy to read? | 5 | 4 | 3 | 2-0 |  |
| **Resume:** How well does the writer address the audience’s needs, does the resume fit the job posting, does the writer use key words from the job posting in their resume? | 8-7 | 7-6 | 6-5 | 5-0 |  |
| **Resume:** Is the resume free of spelling and grammar errors? | 2 |  | 1 | 0 |  |
| **Cover Letter:** How well does the writer follow genre conventions such as letter format, personalized information and formal tone? | 10-9 | 9-8 | 8-7 | 6-0 |  |
| **Cover Letter:** How well does the writer address the audience’s needs, does the letter fit and refer back to the job posting, does the writer show unique ways they will benefit the company? | 8-7 | 7-6 | 6-5 | 5-0 |  |
| **Cover Letter:** Is the letter organized in a logical way, is it an appropriate length, is it easy to read? | 5 | 4 | 3 | 2-0 |  |
| **Cover Letter:** Is the letter free of spelling and grammar errors? | 2 |  | 1 | 0 |  |
| **Total Score** | | | | | **50** |