

Holy Adulting: Creating a Résumé and Cover Letter

Becoming an adult is much like a getting a haircut, piercing, or tattoo on impulse—more often than not, better in theory than in practice. However, it's unavoidable, and the only way to mitigate the terror and stress that goes along with adulthood is by confronting reality head on. Unfortunately, tackling terrifying and mundane responsibilities is much easier to do when required to do so for a class.

For this assignment, you'll do just that! You are required to write both a résumé and a cover letter (CL). First, you'll need to find a job listing or internship posting in your major or area of interest. Next, you'll tailor your résumé and CL towards the opportunity to which you plan to apply. If you have absolutely no clue what you want to do, pick something in your major—or in a major you might be interested in—that you find interesting.

Due Date:

Friday, May 12th (last day of class)



Requirements (compiled in this order):

- One full page (single spaced) cover letter geared to the specific position or internship you're applying to
- One page résumé formatted by Career Center guidelines
- Printed copy of the job or internship posting along with your résumé & CL

Grading will be based on the following:

- Appearance—documents must be professional, easy to read, and have no distractions
- Content—use of clear, appropriate language to describe relevant experiences
- Mechanics—documents must be free from distracting spelling, punctuation, and grammar errors

Grade breakdown:

- 1st – Cover Letter: 15 points
- 2nd – Résumé: 15 points
- 3rd – Attached job posting: 15 points
- 4th – Stapled in the right order: 5 points

Flip for more info→

Breakdowns and Definitions

Résumé → serves to acquaint prospective employers with your work experience, education, & accomplishments.

CV → a detailed, lengthy, & structured listing of your education, publications, projects, awards, etc. It should address how your skills, experiences, & education related to the position you're interested in. CVs are used in academia, the medical sciences, law, and research-centric careers.

Cover Letter → Its basic purpose is to persuade your reader that you're a qualified candidate for the position. It should include the following basic info:

- o The job/internship that you're applying to and where you heard about it. Express your desire to work for that particular organization.
- o Describe your education and relevant skills—don't mention things that won't matter to The Man
- o Discussion of how the position relates to your career goals, skills, or interests.
- o Explain what you know about the company and why you are interested in working with them.

Basic Formatting Information

Résumé—there is no set formatting requirements. You'll have to decide on the layout, order, content, and overall design. You'll be evaluated on the overall professional appearance of the document.

Cover Letter—there are minimum requirements for your cover letter. It'll need to have one inch margins, to be single-spaced, to have Serif font (Times New Roman, Garamond, etc.), and be only one full page.

Reminder, you are not allowed to ask me for assistance. You need to make the most of the Career Center Representative. Take thorough notes and ask clarifying questions

In case you panic:

Career Center (LH 208): <http://www.fullerton.edu/career/students/>