

CMSC 101 / IS 101Y – Fall 2014

Resume & Cover Letter Assignment

Overview: **This assignment has two due dates (a draft deadline on Friday 9/19 and a final deadline on Friday 10/3).** It includes a number of steps, so you should start early. The resume draft, cover letter draft and the internship posting from UMBCworks are worth 50 points, the final resume and cover letter are worth an additional 50 points.

Don't wait until the last minute! You will be writing a first draft of a resume, getting it critiqued, and then finalizing your resume. You should have your resume critiqued during walk-in hours at Career Services or by scheduling an appointment at the Shriver Center. In addition, you will find and save an internship posting from UMBCworks and write a cover letter to apply for that position. The cover letter should also be critiqued by Career Services or the Shriver Center.

Step 1: Watch the online [Resume Workshop](http://www.careers.umbc.edu/workshops/resume/) on the Career Services website (<http://www.careers.umbc.edu/workshops/resume/>) and consult the online Career Guide and Career Services website for information about how to write a resume and cover letter.

Step 2: Look at the list of companies coming to the [Career Fair on 10/ 8](#). Go into UMBCworks and find an internship posting related to your major that interests you (see if a company coming to the fair that you are interested in has any internships posted). Don't worry if you are not absolutely qualified for the position. Download the posting as a PDF (a screen shot is also OK). **Upload this PDF to Blackboard no later than Friday 9/19 (see submission requirements below).**

Step 3: Create a first draft of your resume and cover letter and upload both to UMBCworks. **You must also upload these draft documents to Blackboard, no later than Friday 9/19.** Go to walk-in hours at the Career Center or make an appointment to have your resume and draft cover letter critiqued. (You can go back more than once.) *You must go to Career Services for a critique even if your resume is approved when you upload it.* Write down the feedback you receive about your resume and cover letter drafts from Career Services.

Step 4: Make the changes to your resume and cover letter. Upload the improved resume to UMBCworks. Upload your final cover letter. **Upload these final documents to Blackboard, no later than Friday 10/3.**

SUBMISSION REQUIREMENTS: You must submit the following documents as PDFs in Bb:

1. The first draft of your resume (name this file ResumeDraft.**YourLastName**) – submit by 9/19
2. The first draft of your cover letter (name: CoverLetterDraft.**YourLastName**) – submit by 9/19
3. The internship posting you pulled from UMBCworks (name: Internship.**Company.YourLastName**) – submit by 9/19
4. The final resume (name: Resume.**YourLastName**) – submit by 10/3
5. The cover letter you have written to apply for the internship (name: CoverLetter.**YourLastName**) – submit by 10/3

Note: the red fields (Company and YourLastName) will be the name of the company posting the internship and your actual last name.