

Writing 50E: Assignment #2

Resume / CV

This assignment will focus upon an important facet of college and post-graduation life: the application process for a job, graduate school, business-law-medical school, internships, etc. All of these require a resume and cover letter, and (often) written personal statement.

Resume / CV and cover letter with job listing

- Compose a personal resume or CV for a specific job you are applying to, *or one that you would like to apply for* (see Assignment #1). Please note that your choice does NOT need to be for an actual, real-life position that you are applying for, but may instead be for practice only.
- Your resume can be up to two (2) pages in length. If you need more space, you should write a CV (curriculum vitae). Examples and guidelines are available on the [course website help page](#), and at the Reserve Book desk of UCSB library under the class and instructor name: Request either or both of these books:

101 Best Resumes for Grads, Jay A. Block and Michael Betrus. New York: McGraw-Hill (2003) [UCSB Reserve Book Desk call no. HF 5383.B5342.2003 #8981]

Best Resumes for College Students and New Grads, Louise M. Kursmark. Indianapolis: JIST Works (2005) [UCSB Reserve Book Desk call no. HF 5383.K87.2003 #8999]

- Your cover letter should identify the specific job you are applying for. Also try to address a specific person (point of contact) rather than “To Whom it May Concern.” Examples and guidelines for cover letters are available in the Career Services handbook distributed during our tour.

Due Date:

See schedule on course website.

NOTE: We will work on redrafting resumes and CVs throughout the quarter. Please turn in your best, polished resume or CV by the end of the quarter to receive full credit. If you would like to write a personal statement for a professional program or job listing, please schedule an appointment with me during office hours.