

Writing 109ST: Assignment #3

Resume / CV and Personal Statement (optional)

This assignment will focus upon an important facet of post-graduation life: the application process for graduate school, law or medical school, RN, PA, PT programs, a job, etc. All of these require a resume and cover letter, and (often) written personal statement. To complete the personal statement, you will need to identify the specific program you are applying to, then follow the prompt(s) provided on their application.

Resume / CV and cover letter with job listing

- Compose a personal resume or CV with a cover letter for a specific job you are applying to, *or one that you would like to apply for*. Use job listings from newspapers, online services, etc. to identify a specific job and attach a copy of the job description to your assignment. 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.

Personal Statement (e.g., graduate, law, medical, PA, RN, PT, etc.)

- A personal statement is required for many graduate (and all law and medical) programs; it demands considerable time and effort to write well. If you are planning to attend one of these after completing your four-year program of instruction, you are strongly urged to write at least a draft version of your personal statement this quarter. This is a separate, optional assignment from the resume/CV in Writing 109ST and is *not* required.
- If you are applying to medical school, refer to the American Medical College Application Service (AMCAS) application form. See especially the Personal Comments (Sect. III) portion of the application for guidance. See the application form for the medical school(s) you are applying to for additional guidance with your prompt. The AMCAS website is available at:
<<http://www.aamc.org/audienceamcas.htm>>.

- If you are applying to a graduate, RN, PA, or PT school program, see the specific school-program application you are interested in. The writing prompts will vary from school to school.
- There are numerous websites devoted to writing personal statements for medical school. You can use a search engine to find these, or try the Yahoo site for starters:
<<http://education.yahoo.com/college/essentials/articles/med/medicalschoolessaysecrets.html>>.

Individual Meetings for Personal Statements

- I will be meeting with each of you separately to discuss your personal statement, which also touches upon your resume and cover letter. Please schedule an office meeting with me at your earliest convenience.

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.