

## **Writing 50: Assignment #2**

### **Resume / CV and Personal Statement (optional)**

This assignment will focus upon an important facet of post-graduation life: the application process for graduate school, professional programs, a job, etc. All of these require a resume and cover letter, and 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**

- Compose a personal resume or CV, and a cover letter to a specific job you are applying to, *or one that you would like to apply for*. The cover letter does NOT have to be for a position that you are actually applying to, 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 school, professional programs, etc.)**

- A personal statement is required for many post-graduation programs; it demands considerable time and effort to write well. If you are planning to attend a professional program (medical, law school, etc.) 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 50 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>>. 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**

- Chris and Doug will be meeting with each of you separately to discuss your personal statement, which also touches upon your resume and cover letter. Please schedule a meeting time 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.