

Learning Goal 5: Job Post, Cover Letter, Resume

Outcome: intern will create professional documents tailored to a specific job post

Task: complete several job searches, select live job post, and develop cover letter and resume based on description and requirements of the job.

Your cover letter and resume is a tool that can be used to provide potential employers with a “snapshot” of who you are — your education, accomplishments, activities, experience, skills and abilities. Your documents should be updated as you acquire evidence to support mastery in knowledge, skills, and abilities.

Now that you are close to the end of your college career and internship experience, it is time to reflect on what you have learned and to get ready for the next phase of your career. Application materials (e.g., cover letter and resume) are the first steps to getting a job or into graduate school. You have two pieces of paper and about 6 seconds for each one to make an initial impact with an employer or graduate university. Therefore, this project is designed to assist you in completing the application process for entry level employment or graduate school.

Activity 1: Complete several job searches. Using career finding websites such as Indeed, Monster, or Glassdoor can help you locate postings. Once you find an actual job posting (real/not made up) that fits your career path, you will need to copy all material for that post to a word document (saved as last name, first initial Job Post). The job description and requirements of the position should be referenced when completing activities 3-4.

Activity 2: Create a Cover Letter. There are many templates and examples available for creating your cover letter. Cover Letters should be in a business letter format. Please use the spell check function to highlight areas needing correction.

Activity 3: Build a Resume. There are many resume builder sites and templates for building a resume. Please use the spell check function to highlight areas needing correction.