**Resume**

 **Introduction**

 The resume is basically a marketing tool. It should be appropriate to your situation and do exactly what you want it to do: earn you an interview with a potential new employer. A successful resume will make an assertion about who you are and what you are capable of. It convinces the employer you will be a successful addition to their company. It should be pleasing enough that your reader is enticed to pick it up and read it and want to learn more about who you are.

**Key Features**

This assignment calls for a chronological resume that will feature your best accomplishments. Your experience should be listed in detail with clarity and outlined for your reader in a way that not only defines the type of person you are but also showcases what you can offer a potential employer based on your skills and accomplishments.

How you structure not only the document but also the specifics of your language is an important part of the process in drafting your Resume. To pass the employer’s screening process, you will need to organize your writing in a way that can both reference your experience at a glance yet also provide enough information to convince your reader you are worth meeting.

Finally, your Resume will need to be attractive enough to stand out in a pile of other applicants. Specifics in style and presentation will be crucial at this stage and will retain the purpose of connecting with the employer with the goals of obtaining a meeting for an interview.

**Cover Letter**

**Introduction**

Each resume you send out should include an application letter, or cover letter. This letter is crucial to the job search process as it is the first thing a potential employer will see, even before your resume. This letter may make the difference between gaining an interview and having your resume ignored so commit yourself to putting in solid effort on drafting this document.

**(Pick a company of business you would like to work for and write cover letter specifically for the job/position)**

 **Key Features**

Your application letter will let your reader know why you are interested in the position for which you are applying. The letter also addresses the specific position and allows you to connect with your reader personally, in a way the resume might not.

You will need to be careful in drafting your letter so that your tone and voice reflects confidence about your experience and your abilities for the position. Presentation is also important for the application letter so make sure that your letter is proofed carefully.

An application letter should not be a restatement of your resume. It should bring out specific features and highlight the best of your experiences. Its purpose is to interpret the data-oriented, factual resume and add a personal touch