

Cover Letter & Resume Revision Opportunity:

Must turn in by **Thursday 09/20 at 2:05 PM:**

- Original & revised copy (with highlighted revisions)
- A reflection on revising your cover letter and/or resume (What errors did you make & why?)

Resume Notes:	Cover Letter Notes:
<ul style="list-style-type: none"> • Bullet point your information • Job Objective should be written like: <div style="border: 1px dashed black; padding: 5px; margin: 5px 0;"> <ul style="list-style-type: none"> ○ To obtain a part-time position as a... ○ To obtain part-time volunteer experience... ○ To further my communication skills through a part-time job. </div> • Experience Should be written like: <div style="border: 1px dashed black; padding: 5px; margin: 5px 0;"> <ul style="list-style-type: none"> ○ Name of place worked, (year-year) City, State <ul style="list-style-type: none"> ▪ Tasks you completed (use action verbs) ▪ EX: took orders & served food ▪ EX: Provided childcare ▪ Operate computerized cash register </div> • Education should be listed as” <ul style="list-style-type: none"> ▪ High School Name, City, State Diploma Anticipated in 2014 • If you don’t have experience or awards (etc.) delete the box (awards should only be from HS & onwards) • LOOK TO THE SAMPLE STUDENT RÉSUMÉS FOR HELP • MUST BE REAL FACTS 	<ul style="list-style-type: none"> • Don’t indent your paragraphs • Place a colon : after your "Salutation" <ul style="list-style-type: none"> ▪ Ex: Dear Mrs. Greenberg: • Use transition words: <ul style="list-style-type: none"> ▪ Additionally / In addition ▪ Furthermore ▪ Consequently ▪ For example, ▪ Not only ... but also ▪ to emphasize ▪ As a result • YOU CAN MAKE UP INFORMATION or make this truthful (applying an understanding of the form is what I’m looking for) <hr/> <p>Additional Information</p> <ul style="list-style-type: none"> • MUST BE 1 PAGE OR LESS • List most recent items 1st on your resume • Must use a professional email address • Addresses must include: <ul style="list-style-type: none"> House/building # street name City, State Zip Code

If you received a D or F on the assignment you **MUST** come in to discuss how to fix your work.

I met with MS. W on 09/ /2012 to discuss my revision:

My Questions are:

-
-

I plan to:

-
-

My Name: _____

My Signature: _____

Ms. Wright’s Signature: _____

**** Remember you Must turn in your ORIGINAL with your revision, or your work will not be graded****