

## **Assignment: create a cover letter and a resume**

Go to: <http://www.archinect.com/jobs/>

Select one of the job posting listed and prepare a cover letter and a resume in response.

The job posting you will choose should match with your professional level.

## **Guidelines**

Study all the provided helpful guidelines on how to write a cover letter and a resume.

Find them on Blackboard under the folder **Tutorials: 01 - 04**.

## **Tutorials**

Uploaded on Blackboard under Content/Tutorials, study carefully the files **05 - 07** on Microsoft word and Adobe Indesign.

## **Application Material References**

Uploaded on Blackboard under Content/Tutorials, study carefully the files **05 - 07** on Microsoft word and Adobe Indesign.

## **Deliverable**

1. Print & bring in class a copy of the job posting you selected.
2. Print & bring in class a copy of your cover letter.
3. Print & bring in class a copy of your resume.
4. Upload your cover letter & resume files either in word *.doc* or *.pdf* format to blackboard under Assignment 01.

You can work for this assignment in both Microsoft word and adobe indesign and evaluate the pros and cons of each software.

## **Submission**

Due date: **2.00 pm Friday, January 31st.**

Submit all the material mentioned under Deliverable.

## GUIDELINES FOR WRITING A COVER LETTER

*TIPS (extracted from Writer's Inc.):*

*Your cover letter is your introduction, your calling card. It creates that all-important first impression and usually determines (along with your resume and work samples) whether or not you will be considered and interviewed for the job. The effectiveness of your letter will depend in large part on how well you tell your own story--how well you communicate your qualifications for the job and what it is you can contribute to the employer. ~(tips extracted from Writer's Inc.)*

### DO

1. Address the cover letter to a specific individual whenever possible. If you do not have such information begin with Dear Sir/Madam.
2. Develop a bridge between yourself and employer at the very beginning (describe how you learned of the job opening)
3. Give a brief statement emphasizing your qualifications for this position.
4. Use words directly from the job ad to describe what you can do.
5. Emphasize what you can do for an employer rather than what he can do for you.
6. Highlight parts of the enclosed resume which specifically pertain to the job offered.
7. Indicate the dates you are available for interviewing.
8. Show enthusiasm throughout your letter.
9. Be Professional: Write a thoughtful, concise, and firm-specific Cover Letter.
10. Follow up

### DON'T

1. Don't begin each sentence or paragraph with 'I'.
2. Don't fill the page; stick to two or three short paragraphs.
3. Don't use cliches or overused expressions.
4. Don't send out duplicated/generic letters.

### DIGITAL DELIVERY

Copy your Cover Letter into the body of your e-mail. Do not forget to also attach a PDF of your Cover Letter with your Resume and Work Samples.

## GUIDELINES FOR WRITING A RESUME

*Your resume is an organized summary of your background and qualifications. It should be a vivid picture of you--through words. It must be organized in such a way that the prospective employer can see at a glance whether the applicant has the necessary background for the job. The content and format of resumes may vary slightly, but generally all resumes contain the following information: personal data employment, objective educational background, work experience, special skills or knowledge accomplishments, other relevant experience (clubs, organizations, volunteerism), references (on a separate sheet, or 'on request')*

*(tips extracted from Writer's Inc.)*

### DO:

1. Put your name, address, phone number and email address at the top of your resume or other visually prominent place.
2. White Space: Do not be afraid of it.
3. Include information about your educational background.
4. Be specific when describing your achievements.  
(...graduated in top 5%, ...maintained B average,...supervised seven other workers, etc.)
5. List your work experiences. Include positions held, names of employers, specific duties, and dates you held each position.
6. Include information about related experiences. List volunteer work, club duties, and any other experiences which reflect positively on your ability to work in a responsible, dependable manner.
7. Keep the resume as brief as possible. Cover all the essential information clearly and concisely; try to limit your resume to one typed page.
8. Arrange the information within the resume in order of the most impressive or most important to the job to which you are applying.
9. Proofread carefully: Spellcheck! and watch punctuation
10. Be sure to use consistent formatting throughout
11. Color: Be deliberate about the use – and choice – of color.

### DON'T:

1. Don't emphasize what you want in a job; stress how you fit the employer's needs.
2. Don't use the same resume for every application: customize to the specific job.
3. Don't include information about salary or wages.

# JIM YOUNG

728 Greyhawk Drive, Phoenix, Arizona 85431  
602-890-7743 • JIMYoung@yahoo.com

Date  
Name  
Title  
Company Name  
Address  
City, State, Zip

Dear:

As an architectural intern with excellent qualifications and a strong desire to excel in this profession, I am seeking to align myself with a company positioned for strong growth. The scope of my experience includes supporting clients, creating conceptual designs, developing architectural drawings and plans, and generating detailed construction drawings and specifications.

Capitalizing on my internships with a variety of architectural firms, I am seeking a professional opportunity where my management, customer-relations, and architectural skills can benefit your company. With this goal in mind, I have attached a résumé outlining my qualifications.

Here are a few of my significant capabilities:

- Outstanding design and problem solving skills with the ability to handle rapidly changing schedules and shifting work priorities.
- Excellent organizational, interpersonal, and communication skills with the flexibility and experience required to remain highly focused and self-possessed in fast-paced, demanding environments.
- Superior ability to concurrently manage numerous projects while meeting rigorous performance standards and demanding schedules.
- A hands-on team member and critical thinker who can quickly learn new systems, develop useful expertise, and produce significant contributions.
- Proven capacity to successfully render professional-grade architectural drawings and plans using the latest versions of AutoCAD, and Adobe Photoshop.

Given my technical knowledge, hand-drawing skills, architectural skills, and client-management strengths, I believe I have the qualifications and enthusiasm that you are looking for. I thrive on challenges and will spend the time and effort it takes to succeed. Thank you for your consideration, and I look forward to meeting with you.

Sincerely,

Jim Young  
Enclosure

## DRAKE DENEVI

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dmdenev@calpoly.edu

<b>OBJECTIVE</b>	Summer internship position in Architecture
<b>EDUCATION</b>	California Polytechnic State University, San Luis Obispo Bachelor of Architecture Degree, June 2008 Class level: Sophomore Completed 1 <sup>st</sup> Year Architectural Design GPA: 3.2 Dean's List
Area of Interest	Contemporary Architecture
Coursework	Materials of Construction Architectural Design & Drawing I, II, III Survey of Architectural Education and Practice Digital Tools for Architecture
<b>SKILL HIGHLIGHTS</b>	<b>Presentation:</b> <ul style="list-style-type: none"><li>• Adobe Photoshop 7</li><li>• Form Z</li><li>• Macromedia</li><li>• Freehand</li><li>• Painting</li><li>• Hand Drafting</li><li>• Collages</li><li>• Sketching</li><li>• Drawing</li></ul> <b>Visual Concepts of Design:</b> <ul style="list-style-type: none"><li>• Convergence</li><li>• Texture gradient</li><li>• Spatial layers</li><li>• Light/shade/shadow</li><li>• Aerial perspective</li><li>• Vertical location</li><li>• Size constancy</li><li>• Color theory</li></ul>
<b>MODEL BUILDING PROJECT</b>	Designed and built model of outdoor space including three structures in park-like setting. Simple, intermediate, and complex structures.
<b>SITE DESIGN PROJECT</b>	Using lines from a poem to design structures including: pavilion, gate, isolated house, and wall. Arrangement of structures on site.
<b>LEADERSHIP INVOLVEMENT</b>	Alpha Rho Chi, Daedalus Chapter, Professional fraternity for for College of Architecture and Environmental Design Campus Crusade for Christ