NEW YORK CITY COLLEGE OF TECHNOLOGY
the senior-level college of technology
of The City University of New York

Department of Construction Management & Civil Engineering Technology

CMCE 1155 Computer Applications Engineering Technology

ASSIGNMENT 02: RESUME AND COVERLETTER PACKAGE

Requirements:

a. **Locate one job listing that you may be qualified for or interested in <u>within the construction/engineering field</u>. Include the job listing as the cover sheet for the following pages along with your name and course information**

b. **Create a Resume and Cover Letter in response to that particular job listing**

c. **Total of 3 pages minimum, formatting and style should be consistant throughout the package**

Due (via email) to prof.n.anderson@gmail.com : 02_Resume and Coverletter_Last,First.pdf

- **Progress submission at the end of the current class session**
- **Final submission before the start of our next class session**

BE CREATIVE AND PROFESSIONAL!!!

Resources: http://www.nyu.edu/careerdevelopment/students/guide_book/resume_guide.php

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Cover Letter: Typically provides detailed information on why are you are qualified for the job you are applying for. Effective cover letters explain the reasons for your interest in the specific organization and identify your most relevant skills or experiences. Cover letters are sent or uploaded with a resume when applying for jobs.

- Introduction to potential employer, stand out among other applicants
- Content (do not be redundant with your Resume)
  a. Introduction: Introduce yourself and describe the position you are applying for, how you found the open position and your brief educational/work background
  b. Body: Describe your specific qualifications and strengths relative to the position. Include positive statements about your skills.
  c. Closing: Reiterate your interest in the position and request an interview. Prompt them to see your resume and thank them for considering you for the position.

Types of Resumes: Choose your resume type depending on your personal circumstances and the job posting

1. Chronological
   - Lists work history in reverse chronological order
   - Most common and usually preferable among employers, easy for employer to see job history
   - Works well for those with a solid work history
2. Functional
   - Focuses on your skills and experience rather than work history
   - Common for those changing careers or who have gaps in employment history
3. Combination
   - Lists skills and experience first followed by employment history
   - Highlight the skills you have that are relevant to the job you are applying for
4. Targeted resume
   - Customized to specifically highlight skills and experience relevant to the job you are applying for

Where to start?

Career information:

http://www.dol.gov/

http://www.bls.gov

Salery expectations:

http://www.forbes.com/sites/85broads/2014/01/28/how-to-answer-the-question-what-are-your-salary-expectations/

http://www.payscale.com/salary-calculator

What do I include in my resume?

Your Contact Information

First Last Name

Street Address

City, State, Zip

Phone (cell/home)

Email Address

Objective

What do you want to do? If you inlcude this section it should be a sentence or two about your emplyment goals. A customized objective that describes why you are the perfect candidate for the job can help your resume stand out from the competition.

Career Summary / Highlights

A customized section of your resume that lists key achievements, skills, traits and experience relevant to the position for which you are applying can serve dual purposes. It highlights your relevant experience and lets the prospective employer know that you have taken the time to create a resume that shows how you are qualified for the job.

Experience

This section of your resume includes your work history. List the companies you have worked for, dates of employment, the positions you held and your responsibilities and achievements.

Example Entry:

Company 1

City, State   Dates of Employment (right align using right tab stop)

Your Job Title

Description of your responsibilities, achievements, etc.

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Great Cover Letter Example:

March 31, 20XX

Mr. John M. Smith
Senior Recruitment Consultant
Company ABC
55 ABC Avenue
City ABC, State ABC 11111

Dear Mr. Smith:

As a computer programmer completing a master's degree in electrical engineering at College ABC, I am writing to request information about possible summer employment. I am interested in a position that will require the skills I have developed in computer programming and electrical engineering. However, as you can see from the attached resume, I have extensive experience in many related fields, and I always enjoy new challenges.

I feel that it is important to maintain a real-world perspective while developing my academic abilities and I have financed my education through scholarships and summer jobs related to my field of study. I have found that I learn as much from summer work as I do from academic studies. For example, during the summer of 1997, I gained a great deal of practical experience in the field of electronic circuit logic and driver design. When I returned to school and took Computer Hardware Design, I found that this experience had thoroughly prepared me for the subject.

Having said that, I do realize that your first consideration must be the skills an applicant has to offer. I hope the experience and education described in my resume suggest how I might be of service to your organization.

I would welcome the opportunity to discuss how I could help you fulfill your corporate needs. I will be available for employment from May 28 to September 3, 20XX. I can be reached at the above address or by phone at (000) 555-0000.

Thank you for your consideration.

Sincerely yours,

John Doe

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Great Resume Example:

John Smith

123 Broadway
City, State 12345
(000) 111-1111 or (111) 111-1112

OBJECTIVE

A position in the field of computers with special interests in business applications programming, information processing, and management systems.

EDUCATION

Bachelor of Science, Interdisciplinary Science
Rensselaer Polytechnic Institute, Troy, NY, expected December 1990
Concentration: Computer Science
Minor: Management

COMPUTER SKILLS

Languages & Software: COBOL, IFPS, Focus, Megacalc, Pascal, Modula2, C, APL, SNOBOL, FORTRAN, LISP, SPIRES, BASIC, VSPC Autotab, IBM 370 Assembler, Lotus 1-2-3.
Operating Systems: MTS, TSO, Unix.

EXPERIENCE

Business Applications Programmer   Fall 1990
Allied-Signal Bendix Friction Materials Division, Financial Planning Department, Latham, NY
- Developed four "user friendly" forecasting systems each of which produces 18 to 139 individual reports.
- Developed or improved almost all IFPS programs used for financial reports.

Research Programmer   Summer 1990
Psychology Department, Rensselaer Polytechnic Institute
- Performed computer aided statistical analysis of data.

Assistant Manager   Summers 1988-89
Thunder Restaurant, Canton, CT
- Recognized need for, developed, and wrote employee training manual. Performed various duties including cooking, employee training, ordering, and inventory control.

COMMUNITY SERVICE

Organized and directed the 1988 and 1989 Grand Marshall Week "Basketball Marathon." A 24 hour charity event to benefit the Troy Boys Club. Over 250 people participated each year.

EXTRA-CURRICULAR ACTIVITIES

Elected *House Manager*, Rho Phi Sorority
Elected *Sports Chairman*
Attended Krannet Leadership Conference
Headed delegation to Rho Phi Congress
Junior varsity basketball team
Participant, seven intramural athletic teams