

PRACTICAL ASSIGNMENT: Resume and cover letter! Each student will prepare a resume and cover letter to (hypothetically) submit to a law office where you might like to work, as identified on OpenLab for the "Where do you want to work?" law office post assignment on Tues. Oct. 5. This assignment is worth 25 points toward the "homework" part of your course grade.

- 1. First draft resume – due by email 8am Th. Oct. 7.** Each student will prepare a first draft resume that you could submit to the law office you identified on OpenLab. Please email it to me (kcoughlin@citytech.cuny.edu) by 8am Thurs. Oct. 7 as an attached Word document, NOT as a PDF, nor as a link to Google docs, or anything else. In Thurs. Oct. 7 class, we'll review some of your (anonymous) resumes and discuss what we like about them and how they could be improved. Based on our discussion, and your reading of M&M ch. 2, and your review of various sample resumes, you will revise and improve your resume, to submit the final version by Friday, October 15 (see below).
- 2. First draft cover letter – due by email 8am Th. Oct. 14.** Each student will prepare a first draft cover letter that you could submit to the law office you identified on OpenLab, enclosing your resume. Please email it to me (kcoughlin@citytech.cuny.edu) by 8am Thurs. Oct. 14 as an attached Word document, NOT as a PDF, nor as a link to Google docs, or anything else. In Thurs. Oct. 14 class, we'll review some of your (anonymous) cover letters and discuss what we like about them and how they could be improved. Based on our discussion, your reading of M&M ch. 2, and your review of various sample cover letters, you will revise and improve your cover letter, to submit the final version by Friday, October 15 as discussed below.
- 3. Final versions – By the end of Friday, October 15,** each student will submit final, fully-proofread versions of both your resume and cover letter by email to me. They will be graded according to the rubrics below, for a possible total score of 25 points for this assignment: up to 12 points for each document, plus one point just for submitting them!

Have fun! ☺

Resume Rubric	Good	Passable	Poor
Format: Appropriate resume format, as discussed in class and reviewed in course materials.	3	2	1
Content: Includes contact information, education, work experience, and any other appropriate information, in sufficient detail, and correct grammar and spelling.	3	2	1
Organization: Organized in a manner that makes sense, and shows that you are strong candidate for the position.	3	2	1
Professionalism: Shows careful proofreading, including proper grammar, spelling, and vocabulary.	3	2	1

Cover Letter Rubric	Good	Passable	Poor
Format: Appropriate business letter format, as discussed in class and course materials; includes all necessary elements (heading, date, inside address, greeting, closing, <u>signature</u> by hand, etc.).	3	2	1
Content: Concisely explains the purpose of the letter, and why you are a strong candidate, in sufficient detail, with correct grammar and spelling.	3	2	1
Organization: Organized into paragraphs that make sense, and will be understandable and persuasive to a potential employer.	3	2	1
Professionalism: Shows careful proofreading, including proper grammar, spelling, and vocabulary.	3	2	1