

**PRACTICAL ASSIGNMENT: Resume and cover letter.** This assignment has 4 parts—you've already done #1!! 😊

1. **Law office post** – Write a post identifying a law office in NYC where you'd like to work. You can choose a private firm, or a government agency (like a District Attorney's office), or a legal services organization (like Legal Aid Society), or another type of employer discussed in M&M pp. 21-25. The office may be one you know (for example, you or someone you know works there) or you can search for it on the Internet, using search terms like "New York" and any areas of law that interest you ("immigration," "family law," etc.) and any other features. By 11am on Monday, September 21, please write a post on OpenLab identifying the office you chose, including the name and full address, and describing it, including the type of law office it is (private firm, government, etc.), what kind of work they do, and why you'd like to work there. If it has a website, please include a link—see "How to Post and Reply" under "Class notes & materials" tab for instructions. Category for the post is "Law office."
2. **Resume** – Each student shall prepare a draft resume that you could submit to the law office you identified on OpenLab. Email a first draft of the resume to me by the end of **Friday, September 25** (or 12 noon on Sunday, September 27 at the latest). In class on Tuesday, September 29, we'll review some of your 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 sample resumes, you will revise and improve your resume. Your final resume, to be graded, will be due with your final cover letter on Monday, October 5 (see below).
3. **Cover letter** – Each student will write a draft cover letter to the law office you chose, applying for a paralegal position and enclosing your resume. Email a first draft of the letter to me by **10am Wednesday, September 30**. We will review some of the letters together in class and discuss what we like about them and how they can be improved. Based on our discussion, and your reading of M&M ch. 2, and your review of sample cover letters, you will revise and improve your letter, and submit the final version for grading on Monday, October 5 as noted below.
4. **Final versions** – Final versions of your resume and cover letter, to be graded according to the rubrics below, are due by email to me by the end of **Monday, October 5**. As you finalize them, you are welcome, though not required, to email either/both documents to me by 10am Thursday October 1 for additional general comments, which I will provide by the end of Friday, October 2.

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

<b>Cover Letter Rubric</b>	Good	Passable	Poor
<b>Format:</b> 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
<b>Content:</b> 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
<b>Organization:</b> Organized into paragraphs that make sense, and will be understandable and persuasive to a potential employer.	3	2	1
<b>Professionalism:</b> Shows careful proofreading, including proper grammar, spelling, and vocabulary.	3	2	1