

Tuesday!! September 29, 2020 (Intro class 9 of 30!!)

But it's "Monday" at City Tech. ☺

Today:

- Peer review first draft resumes!
- How to write a cover letter!

For TOMORROW!! Wed. Sept. 30 (Intro again!):

- First draft cover letter due 10am! *Word, please?!*
- *Optional:* email me your resume by 10am for peer review—first come, first served!

Thurs. Oct. 1 by 10am—*Optional!!* Email me draft resume and/or cover letter for general comments.

For Fri. Oct. 2 (Civ Pro):

- Review C&W chs. 2&3, answer p.38 "DYGI?" #1-6, email by 1pm.
- Read C&W ch. 4.
- *Optional:* FYLC "Our Stories" post!

Mon. Oct. 5: Final resume & cover letter due by end of day.

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What makes a good resume?!

A good resume:

- is "positive" → *but **TRUTHFUL!***
- is free from errors → ***PROOFREAD it!***
- is one page if possible!

How to write a cover letter!!

Cover letter = letter to potential employer stating that you are applying for position and enclosing your resume ("cover" to your resume).

?? What makes a good cover letter?!

- ***Concise!*** About 3-4 paragraphs.
- ***Calls attention!*** to your most relevant qualifications.
- ***CORRECT!!*** Make sure it is! *Proofread.*
- ***SpeCifies!!*** the job for which you're applying, ideally in the first sentence.