

Wednesday, September 23, 2020 (Intro class 8 of 30!!)

Today:

- Resume & cover letter assignment!
- How to write a resume!

Fri. Sept. 25 (Civ Pro)-class 2:30-4:15pm, then quiz due by email 5pm

- Complete "Review exercise: NYS Court System," due by email **1pm Friday** to review in class.
- Read C&W ch. 3 (Jurisdictional bases) to discuss in class.
- Study for quiz #1!! Due by email 5pm.
- For 1101 Intro: first draft resume due by end of day!

Mon. Sept. 28: No class!! ☹️ *Yom Kippur.*

For Tues. Sept. 29 (Intro—college on Monday schedule!):

- Read M&M pp. 41-44 (cover letters) including sample letter.
- Review sample resumes to posted on OL. Reply by 10am with one compliment and one suggestion for one letter.

For Wed. Sept. 30 (Intro again!): First draft cover letter due 10am.

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What are a resume and cover letter?!

Résumé = clear and concise summary of employment and education history, relevant experience, and skills.

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 resume?!

A good resume:

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