



ENG 2570 Assignment | Initial Self-Assessment

Please compose detailed, thoughtful, and legible answers to the following questions. Hand this portion of the assignment in during class.

Your name (first, last):

Telephone (cell):

City Tech email:

Personal email:

Where were you born and where have you lived?

Where were your parents born and where have they lived?

What language(s) do you speak besides English? How well?

What language(s) do you write besides English? How well?

Courses you are currently taking:

Current job (where, what, how many hours per week):

This course requires approximately 10 to 15 hours per week of outside work (no joking). Do you have any other responsibilities that may affect your coursework? If so, please explain what and how you will accommodate the added workload of a summer course:

Skills and Abilities Self-Rating

Please give a numerical rating to each of the skills on the following pages that identifies your level of experience. Hand this portion of the assignment in during class:

- 0) I know nothing.
- 1) I have minimal experience.
- 2) I have some experience but am unconfident.
- 3) I am experienced.
- 4) I am skilled and confident.
- 5) I could teach a course about this.

Technology Skills:

PC computer: _____

Mac computer: _____

The "Internet": _____

OpenLab: _____

MS Word: _____

MS Powerpoint: _____

Adobe Photoshop: _____

Adobe InDesign: _____

Adobe Acrobat Professional: _____

Social Media: _____

Other Skills [what?]: _____

Writing and Design Skills:

Audience analysis: _____

Templating: _____

Document formatting: _____

Developing complex texts: _____

Developmental editing: _____

Line editing: _____

Copy editing: _____

Web-based content: _____

Team writing: _____

Online research: _____

Page layout: _____

Reference/documentation: _____

Argument analysis: _____

Argument construction: _____

Paragraph structure: _____

Sentence construction: _____

Punctuation: _____

Writing in another language [what language(s)]: _____

Professional Activities:

Business report writing: _____

Memo writing: _____

Resume writing: _____

Cover letter writing: _____

Business letter writing: _____

Marketing writing: _____

Workplace writing: _____

Procedure creation: _____

Web content creation: _____

User manual creation: _____

Online help creation: _____

Communications coaching: _____

Process documentation: _____

Translation [what language(s)]: _____

Writing books/blogs/articles: _____

Training/mentoring: _____

Empirical research: _____

Personal branding: _____

Presentation/pitch delivery: _____

Job searching: _____

Question and Response

Due 6/7/16 (Tuesday) in Dropbox

Please design and print a separate document, formatted to the best of your ability to look like a "workplace document," that responds thoughtfully to these questions. For each response, be sure to explain and provide the relevant context that will help me understand your answer. A paragraph for each question is sufficient. Upload this document to your Dropbox folder:

1. What is a "writing process"? What does your individual writing process look like?
2. What is "workplace writing"?
3. Why are you interested in about writing? Anything? What are you least interested in?
4. How do envision the ability to produce good "workplace writing" fitting into your career?
5. What work experience do you have? What's next for you?
6. What experience(s) do you have writing, or producing texts, outside of a classroom setting?
7. What are your strengths as a writer? What do you need to work on?
8. What are your strengths as a student? What do you need to work on?
9. What knowledge, skills, and habits do you think that you will need to be successful in this course?
10. What do you need from me, your professor, to be successful in this course?
11. What are your interests outside of college? What do you spend time doing outside of work?
12. What is your greatest achievement in life up to this point? Realistically, what do you want to achieve in the next 10 years?
13. Who is the person that you look up to in life the most, and why?
14. If you could be known for one thing in your life, what would it be?
15. What are you passionate about? How did this passion develop?

Personal Classroom Bio

Due 2/7/16 (Tuesday) in Dropbox

On a separate sheet of paper, compose a two to three paragraph (300 to 500 words) bio for yourself and upload it to your Dropbox folder. See my sample as a guide (if you need it).

PATRICK CORBETT, PHD

As you know, my name is Patrick Corbett. During our short time together, we will embark on the most intensive study and practice of writing that you have yet experienced. The work of this course is demanding, but will provide you with immense benefits as you learn the major concepts, and practices of using the written word to advance your career in the professional world.

I've included a few words about myself below to give you a better sense of how I approach teaching and writing. After you read my bio post, compose your own. You may include whatever information you want, but it's important that you share *something* about yourself and why you are here for the personality of our course and the work we will be doing together. Be aware, I will share these with the class.

Here we go...

Education

My educational credentials are a B.A. in Economics from Northwestern University, an M.A. in English from Clarion University of Pennsylvania, and a Ph.D. in English Rhetoric and Composition from the University of Louisville. I have taught many different types of writing courses. I am also a digital literacy and usability researcher with an interest in video games, new media, and cultural aspects of communications technologies. In other words, I like to study how people do things with digital tools and how these tools fit into their lives.

Work Experience

For six years after college, I worked in story development in the motion picture industry at Paramount Pictures and the Mutual Film Company (and a few other places). After leaving the 80-hour work weeks common in the movie business, I worked as a screen-printing apprentice in a textile factory in Punxsutawney, Pennsylvania (home of the weather prognosticating groundhog). While working on my Master's degree, I did technical writing and policy research for a large HIV/AIDS treatment consortium.

I am in my second year teaching writing here at The New York City College of Technology. I have also taught writing at Clarion University of Pennsylvania, Bellarmine University, Jefferson Community and Technical College, the University of Louisville, Madison College, and Axia College. Along the way I have worked as an independent contractor, technical writer, and consultant for various companies including *Star Trek: Voyager*, Kaplan, Inc., the William Morris Agency, and Virgin Records, Inc., as well as several Internet start-ups.

Teaching “Philosophy”

I love, love, love to work with writers. It is the part of my job that I look forward to each day, so I look forward to working with each of you. I expect that we will learn a lot from each other. My M.A. and Ph.D. level training in teaching writing comes out of the “Constructivist” philosophy of teaching, meaning that I believe that we create our knowledge together. I spent eight years of graduate school learning the most effective methods of teaching writing, and I try to incorporate that training and education into an engaging environment for you to make better writing.

I take my teaching responsibilities seriously, and I will invest a lot of time into making sure you receive the education you need to be successful in the professional world. The other side of that is **this course demands your commitment to succeed and involves continuous real work**. A lot of it, in fact. This work is crucial for your success as a student, and for an engaged professional life outside of school (no matter what your career). Together, we will create a stable and productive learning environment to do this work.

Your responsibility in this course is to complete the course activities and actively engage me and your peers in thought-provoking discussions. You will find me to be a respectful but challenging professor who will demand good work from you. My goal is that this will be a perspective-changing course for each of you and I am relentless in pursuit of that goal.

Now tell us about yourself! What do you feel like you are doing in college? What is your philosophy as a “student”? You can write about anything that you feel connects you to writing. Or, you can even write about that lack of connection if you don’t feel one. Or, you can write about whatever you want as long as that subject is you.



ENG 2570 Assignment | Interest Inventory

"Yes, in all my research, the greatest leaders looked inward and were able to tell a good story with authenticity and passion."

– Depak Chopra

What are you good at and what do you have to say about this? What have you failed at? What is on the horizon of your interests?

It's time for you to really start considering what makes you tick.

Directions

Compose your response in one document by following the directions below. Upload your assignment to Dropbox by next Tuesday, June 7th.

- 1) Create a document and make a detailed list of 25 specific things that you are interested in and write a short paragraph for each. For example, you might include:
 - a. Community web sites (e.g. Reddit, Metafilter, Quora).
 - b. The culture surrounding "sneakers" and the people who collect them.
 - c. Designing and soldering circuits.
 - d. Hacking Linux boxes.
 - e. Domestic violence in professional sports.
 - f. Wingsuit flying.

What you want to be sure of is that your list of 25 items are not just general words (e.g., love, sports, poetry, music, etc.). You must write a carefully considered selection of what you spend your time thinking about, doing, not doing, etc.

So, rather than "guitars," you would write, "custom Japanese electric guitars." With each interest, write a two or three sentences about that interest.

This may require a bit of thinking and research on your part to articulate your interests well enough. Be sure to give yourself enough text to connect your interest to an external audience (i.e., me).

- 2) Make a detailed list of 15 specific things that you are good at. For example:
 - a. Designing custom vector graphics.
 - b. Sleight-of-hand card tricks.
 - c. Building and repairing old PCs.
 - d. Barbequing on a charcoal grill.
 - e. Talking about Real Housewives shows.

Your list of 15 items do not need to be interesting, highly skilled, or related to careers/school. They simply need to be things that you are good at doing. For each, write two or three sentences about how you have come to be good at it.

- 3) On another page of that document, make a detailed list of 10 things that you have attempted and failed to do (or do well), or that you want to do but have failed to attempt because of a specific reason. For example:
- a. Learn to play the guitar.
 - b. Calculus.
 - c. Get accepted into NYU.
 - d. Draw a picture of your cat.

For each, write two or three sentences about why you attempted this thing and why you failed to succeed.

- 4) Finally, write two paragraphs about one thing you are passionate about—why you are passionate about it, how you explore that passion, and where into your life it fits.

Grading

This assignment is worth 30 points. Full credit will only be awarded to thoughtfully completed assignments. Credit cannot be awarded for work not done or not deposited to Dropbox. Incomplete or missing assignments will be handled accordingly.



ENG 2570 Assignment | The Goodwill Message

The rhetorical structure of various professional correspondences is what allows the message to be understood as trying to achieve certain aims. Informative messages, goodwill messages, negative messages, and others all have particular structural elements that a writer must consider whether to use or not as they draft the message.

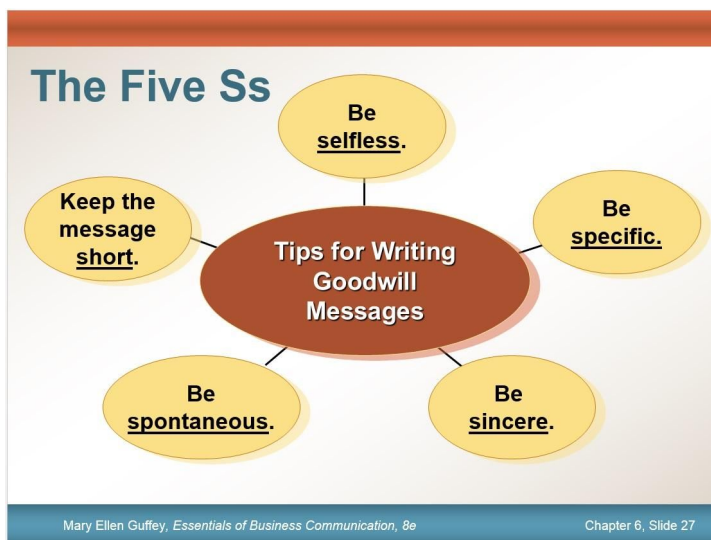
“Goodwill” is a term that can be used to refer to an intangible asset created by merging or aligning interests. Goodwill is used to create a sense of positivity and a generative relationship between members of a discourse community.

Creating goodwill through our words is one of the fundamental approaches to successfully connecting with an audience. The “Goodwill Message” is a common rhetorical structure to offer a written messages where the emotional validation is primary information. While not universally appropriate, a goodwill approach is often a good way to maintain professional relationships--it gives the receiver the opportunity to feel remembered and valued, which most people respond to well when delivered appropriately.

Some common genres of communication are based entirely on developing or maintaining goodwill:

1. Appreciation/Thank you messages.
2. Sympathy messages.
3. Congratulatory/recognition messages.
4. Welcome messages.
5. Messages of support.

Practically speaking, we send goodwill messages to honor a professional relationship or interest between us and the recipient(s). The rhetorical structure of a goodwill message depends on the occasion and particular genre, but generally these messages reflect particular qualities. Mary Ellen Guffey calls these qualities the Five Ss (below):



Solution

For your goodwill message, you will create a goodwill message for a specified purpose, and specific audience (note: goodwill messages for individuals are easier IMHO). The purpose of your message is up to you, but it should be written as a business letter (this time).

If you have trouble coming up with ideas, you can ask me for help.

Directions

Your goodwill message should be written for an authentic purpose related to your professional development or activities.

Your goodwill message should make effective choices in content, rhetorical structure, design, and formatting as it anticipates and addresses the concerns of your audience.

Also, you should be sure to:

- 1) Compose, refine, and edit content for your message based off of your understanding of rhetorical concerns and choices necessary for a goodwill message.
- 2) Format and design a template for your message that meets best practices. You may continue to refine an existing design of your own, or begin a new one. **Do not use MS Office Templates for your design. They are terribly dated in design and mark your document craft as "not your own".**
- 3) Post your document draft to Dropbox with an appropriate file name. As a note in Dropbox include a paragraph about what kind of goodwill message you wrote, the rhetorical strategy you chose to compose it, and why. Please note, you will have to determine this strategy yourself (i.e., it's not in the book).

Criteria

The message should be written using the following specifications:

- 1) In .doc(x), .pdf, or .rtf format.
- 2) With a template of your own design.**
- 3) Conforming to best practices in design and format.
- 4) Carefully revised and edited.
- 5) In Dropbox with an appropriate file name.
- 6) Additional written comments should be written in a Dropbox post with the file.

Rubric

This rubric will be used to assess your assignment. This assignment is worth 25 points.

Objective:	Comments:
Message crafts goodwill using the 5s.	
Message is rhetorically structured with effective logic.	
Message demonstrates awareness of the concerns of the primary audience(s).	
Message is mechanically and stylistically sound.	
Message is uploaded to Dropbox with an appropriate filename and format, with response post complete (proto-document control).	



ENG 2570 Assignment | Personal Case Statement

This assignment is intended to throw you into the practices and discipline of effective professional self-representation feet-first. For this assignment, you must prepare a brief report on a professional subject that you are driven to understand, or a goal that you are driven to achieve. Most importantly, your document should address the **why** of your passion, **how** it manifests, and **what** you will do with this passion in concrete, articulated terms.

In other words, you must argue the relevance of the direction that you are taking in your professional life, how you are doing this work, and what you will achieve. You must do so to a particular audience with whom you will have precious little space and opportunity to make an impression. I recommend that you revise your work at least once before handing it in for an initial grade. Remember, your task is not to finish the assignment, but to do so in a way that represents you well as a professional and connects to your audience.

Your overall mission for this brief report is to reverse your thinking about how you articulate the most important work of your career. We all have a drive to succeed in what we are doing, but can you explain yours in a compelling manner? For now, you may organize your report as simply as WHY/HOW/WHAT (if you must), or you can develop the internal logic of your document even more thoroughly. When you revise this document, you will develop the rhetorical format of your document individually as the complexity of your ideas grow.

Directions

Assemble a 500 to 750 word "report" that articulates your what drives you in your professional life. Draft, revise, and edit your document using what you *believe* to be an appropriate format for a business report (this is purposely open-ended, but you can look up examples if you want).

Additionally:

1. Be sure that your work conforms to a high ethical standard of writing (e.g., don't plagiarize, cite any sources you use, etc.)
2. Use good design and rhetorical practices – in other words, format your text; use good grammar; revise and edit your work. Give your case statement an interesting title.
3. Upload your document to our shared Dropbox folder with the following file name:
YourLastName_PersonalCaseStatement.

Details

Your draft of this assignment is due on Thursday, June 16th. While you create the format of this report (to the best of your knowledge and ability), it must be consistently and thoughtfully executed.

Grading

This assignment is worth 100 points, or about 10% of your final grade. As I evaluate your work, I will be looking for these qualities:

Content and Development (70 points)	
<p>All key elements of assignment are covered in a substantive way.</p> <ul style="list-style-type: none"> • Report is 500 to 750 words or more. • Report develops a sense of what drives you as an emerging professional with a main idea focusing on why, how, and what. 	
<p>The content of the report is appropriately detailed, accurate, and persuasive.</p> <ul style="list-style-type: none"> • Information and details provided are relevant to who you are as an emerging professional and this narrative is cohesive. • Audience concerns are anticipated and addressed – who are you, why are you doing what you are doing, what do you hope to gain from it, etc? 	
<p>Paragraphs develop ideas that support the main point. Main points are supported by relevant specific descriptive details and examples when appropriate.</p>	
Style and Mechanics (30 points)	
Sentences are complete, clear, and concise.	
Rules of grammar, usage, and punctuation are followed.	
Spelling is correct.	
Page design and format is consistent.	
The tone of the report is appropriate to an external audience.	
Total: 30 points	
Additional Comments:	



ENG 2570 Assignment | LinkedIn Profile

In 2016, virtually all companies do due diligence research into the online presence of job seekers. One place they are sure to look is your LinkedIn social media page. Typically, your LinkedIn profile is one of the first results to show up in any online search, hence making it one of the first places someone will look if they search for you online.

LinkedIn is important because if you do not have this presence, it will be missed and they will continue to hunt for information you have less control over. Making a good LinkedIn page is the equivalent of making a good online first impression. Furthermore, LinkedIn is used heavily in many industries for networking and job recruitment. You will find information and opportunities on LinkedIn that may not be available to you otherwise, or may be more difficult to find.

Directions

Complete the following steps as you create your LinkedIn profile. Your summary (the value proposition) and your professional headline will be written last.

1. Create, or update, your LinkedIn profile.
2. Fill out the experience sections with the same (or updated) information from your resume.
3. Add relevant skills to your field, or profession, in the skills section.
4. Add educational experience (no GPAs).
5. Join at least three networking groups relevant to your field, or profession.
6. Write (and revise) your summary.
7. Write your professional headline.

Writing the Summary

Your summary is an informative message that conveys positive information about you in a way that is not overly persuasive. Informative messages are organized to be direct, explanatory, and agreeable.

The rhetorical structure of an informative message contains certain elements in a particular order:

- 1) Summarizes main points and key take-aways.
- 2) Gives details, clarification, and background.
- 3) Presents negative elements in an appropriately positive manner.
- 4) Explains reader benefits.
- 5) Uses a "goodwill ending": positive, personal, and forward-looking.

As you design your summary, think about what value that you, by virtue of your degree work, your experiences, and skills, bring to the workplace (or to your clients). Your summary must be based on

your own interests and abilities as they relate to your field, or profession. It will reflect your professional value, and how this value translates to your intended field of professional employment.

Most importantly, you must dig down to find, and **show**, the relevance of your professional work.

Details

This assignment is due on July 6th. When your profile is created, please link to me so that I can view your profile. If you cannot find me in a search, you can locate my profile directly here:

<https://www.linkedin.com/pub/patrick-corbett/6/955/a47>

The following criteria will be used to assess your LinkedIn profile.

Objective:
Profile is complete according to directions. Sections are filled out, and relevant details are provided.
Networking groups are joined.
Summary is composed with high attention to detail as an informative message.
Writing is mechanically and stylistically sound.
Profile gives good professional first-impression.
Comments:



ENG 2570 Project | The Professional Job Search

A resume paired with a cover letter is the most common professional introduction to a potential employer for emerging professional job seekers. These documents work together toward one singular purpose—to secure an in-person meeting.

Your resume and cover letter establish your first impression with a potential employer and gives them a potential indication of your skills, background, cost, and overall hiring value. When used most effectively, these documents construct the narrative of an achiever based on his or her most significant accomplishments.

A resume and cover letter have failed if they do not convey to the reader what benefit(s) the job seeker brings to the position. To this end, no particular resume format or heuristic is adequate because every hiring situation is different. It is important to remember, however, that all resumes and cover letters must conform to the best-practices of professional writing and that conscientious decisions are made with respect to purpose, audience, content, organization, and design.

But, wait, there's more!

Producing and distributing your resume and cover are only a small (albeit critical) part of any entry level professional job search. These documents must be supported by a larger strategy that involves:

- a) Developing a clear understanding of what range of roles you might want to play in a particular industry or company.
- b) Finding appropriate company websites, networking forums, and job aggregators that serve your industry to increase your awareness of what jobs are available.
- c) Searching for announcements of open positions that meet your interests.
- d) Researching companies and positions, both initially and in-depth.
- e) Creating a range of documentation that marks you as visibly qualified for the position (e.g., professional social media profiles, a professional website, business cards, a portfolio, a professional bio, publications, etc.)
- f) Joining professional network organizations and social media groups, and using them advantageously.
- g) Meeting similarly minded professionals in your field
- h) Practicing your articulation of "Year 1" narratives based on performance and achievement (e.g., the *what* and *how* of the job).
- i) Being able to present a vision of *why* that connects to the work of the position.
- j) Understanding how companies sort and score resumes, both algorithmically and in-person, to ensure your application has the best chance of being seen by human eyes.

As your final project for this course, you will begin some of this work.

Directions

1. Read the *Harvard University OCS Resumes & Cover Letters* before you begin. You will refer to this document as necessary throughout the project. You can find it in our course Dropbox site. **DO NOT REMOVE THE DOCUMENT FROM THE DROPBOX. INSTEAD, COPY OR PRINT IT.**
2. Use online job search websites found on the resources page (or another online source) to find two similar jobs to which you would be interested in applying.
3. Screen capture the job ads (including a URL) for the three jobs you have selected and save them as PDFs to submit with your assignment.
4. Now, read these job ads carefully.
5. Design, or revise, your resume so that it represents an updated account of your work history and qualifications. Pay special attention to how the various features of your resume reflect your suitability toward the three positions that you have selected for this assignment. Use the links on the resource page for samples to assist you.
6. Choose the job ad that you want to apply to most (or is the easiest to wrap your head around) and print it out. Read it again, and then again. As you read, underline key words related to the experience, qualifications, and responsibilities necessary for the job. This is the language around which you will frame your "Year 1" responses. **Also, these words must be in the language of your resume and cover letter for your letter to pass through the automated scoring systems employers use to prescreen applicants.**
7. Using a sample from the resource page and good rhetorical strategy, write your first cover letter using the professional writing best practices you have worked on in this class. Remember, this is a persuasive document, intended to secure you an interview.
8. Using the first cover letter as a template, adapt your message to the requirements of the second job ad. In other words, use the first cover letter as "boilerplate" material, so you do not need to completely rewrite your 2nd cover letter from scratch. And then do the same thing for the 3rd.
9. Write a 750 to 1000 word (two pages single-spaced) short report that articulates your near-future career goals and how you will apply what you have learned in this class towards achieving them. Be sure to avoid the trap of the five paragraph essay. Be sure to give this report your best attention.
10. You must upload your resume, three cover letters, three job ads, and report organized into one PDF to your Dropbox folder.

Grading

This assignment is due on Wednesday, July 6th. If you have parts of it completed before then, I am happy to give you feedback. While you create the format of these documents (to the best of your knowledge and ability), they must be consistently and thoughtfully executed.

Each portion of the assignment will be worth the following number of points:

Resume:	75
Cover Letter #1:	50
Cover Letter #2:	25
LinkedIn Profile:	50
Short Report:	50

Total:	250

The following criteria will be used to assess your resume, cover letters, and report.

Grade A

Content: Documents are written with coherence and clarity; uses content and addresses audience according to best practices discussed in the textbook and in class. Student's own ideas contribute towards solving the problem, and don't simply serve as filler.

Structure: Documents reflects a rhetorical structure appropriate to the problem. The documents' designs are complete, without any significant missing components. Documents reflect logical thinking and problem solving; paragraphing and other organizational features are used appropriately.

Sophistication: Documents reflects a grasp of full problem of the assignment and address this completely. Ideas are expressed clearly through Standard Business English. Vocabulary and terminology are appropriate to the document.

Mechanics: There are no patterns of error in grammar, or usage. Any existing grammar or usage errors do not interfere with reading or comprehension. Formatting is appropriate for professional documents of the genre.

Grade B

Content: Content of documents is developed; but does not completely respond to the problem or does so in an unclear way. Student's own ideas may be present in the texts, but do not necessarily connect to the audience or the problem.

Structure: Documents reflect a rhetorical structure appropriate to the problem, but may be incomplete or reflect insufficient choices. Documents reflect adequately logical thinking; paragraphing may not reflect the logic of the argument.

Sophistication: Documents reflect a grasp of the problem of the assignment, but do not address it adequately. Ideas are expressed through Standard Business English, but terminology may not be up to professional standards.

Mechanics: Documents are free of significant patterns of error in grammar and usage. Existing errors may be distracting, but do not deter from overall comprehension. Formatting is appropriate, but may be basic with respect to best practices.

Grade C

Content: Documents may be coherent at a basic level, but content is not developed toward an appropriate audience, or the problem. Student's own ideas do not contribute significantly to the documents' purpose or effectiveness.

Structure: Documents reflect a rhetorical structure that may be appropriate, but undeveloped, or inappropriate to address the problem or audience. Documents demonstrate logical thought, though the logic may be significantly flawed; paragraphing is ineffective or not used.

Sophistication: Documents reflects a basic grasp of the assignment, but address it in an insufficient way. Ideas are expressed in English, but terminology and grasp of professional communications language and concepts are not clear.

Mechanics: Significant patterns of error may interfere with comprehension of the documents. Basic formatting is apparent, but not adequate/appropriate for the document's purpose or genre.

Grade D

Content: Documents are not coherent and/or does not address the assignment in a sensible way. Student's own ideas do not demonstrate an awareness of the problem of the assignment.

Structure: Documents do not demonstrate a coherent rhetorical structure, or uses a rhetorical structure that is completely inappropriate for the problem of the assignment. Documents lacks a basic logic, through the use of structure or paragraphing.

Sophistication: Documents are written, but do not reflect standard features of professional writing in Standard Business English.

Mechanics: Grammar and usage issues interfere significantly with comprehension. Formatting is not used, or significantly interferes with comprehension.

Grade F

Document files are in an unreadable format.
 Documents are incomprehensible through normal reading.
 Documents do not address the problem of the assignment.
 Documents are missing or significantly incomplete.

Resources

Online Job Ads:

General online job aggregator:

www.indeed.com

Design jobs:

<http://designjobs.aiga.org/#>

Legal jobs:

<http://l.ny.nyc.associationcareernetwork.com/Common/HomePage.aspx>

Tech jobs:

<http://www.digital.nyc/map>

Government jobs:

<http://www1.nyc.gov/jobs>

<https://www.usajobs.gov/>

Education jobs:

<http://www.higheredjobs.com/>

Example Resumes:

<http://career-advice.monster.com/resumes-cover-letters/resume-samples/sample-resumes-by-industry/article.aspx>

<http://careercenter.umich.edu/article/sample-resumes>

<http://jobsearch.about.com/od/sampleresumes/a/sampleresume2.htm>

Example Cover Letters:

<http://jobsearch.about.com/od/coverlettersamples/a/coverhistory.htm>

<http://ocs.fas.harvard.edu/resumes-cvs-cover-letters>