**Educational aim:** Each adult learner will choose a job posting to respond to and prepare a resumé and an accompanying cover letter.

**Criteria:**

1. Choose a job posting from the ones provided in class **or** choose a job posting of your own choice that has been printed and approved by the teacher.
2. Prepare a rough draft of your resumé using the template provided
3. Type up and print a good copy of your resumé using a Word template of your choice
4. Write a rough draft 200 - 300 word cover letter for the chosen job posting using the template provided
5. Type up and print a final copy of the cover letter
6. Hand in the resumé and cover letter, stapled together

**Evaluation:**

* This assignment is a prerequisite to writing the 3102 - 2 exam
* A copy of the resumé will be handed back to the student the day of the writing exam for consultation purposes only
* The assessment grid for the cover letter provided is used as a guide only for this assignment, but will be used for final evaluation purposes during the exam