

Chem 100W  
Spring 2013  
Dr. Brooke Lustig  
Assignment: Job Application with Cover Letter and Resume

Find or make up an advertisement for a job as a chemist (or other appropriate area of science or engineering, consistent with your degree and qualifications). Submit the following in order (**no staples but with paper clip**):

1. **Cover Letter** (in-class assignment on **Feb. 28**). Note: Write **only during class** (see Career Center Handout and comments pertaining to Cover Letter format). No floppy, CD, DVD, flash drives, other storage devices or computer files are to be used in class without instructor permission. You may use only the PC word processor tools (e.g. Word Spelling, Word Grammar or Word Thesaurus), where online dictionaries or other sites are not allowed. And you may use notes only if they are turned in with your assignment (you are **always** responsible for fasteners). Remember notes are **not items** you **transcribe** for the actual assignment.

2. **Final Resume** (have final version printed out before class time **Feb. 28**, unless need to make changes to be consistent with the Cover Letter when attached to said letter). Note: Resume should be tailored for the particular job to be indicated in the Cover Letter.

**Additional Note:** For this assignment Resumes are expected to be **letter perfect** (absolutely no mistakes in English grammar, word usage, spelling or punctuation). This is generally the case for resumes and cover letters. So the Resume will be initially graded as either perfect or returned. A less than perfect Resume that is returned **must be signed-off** by the Career Center and **attached** to the original Resume, by the **Mar. 12 Class Session**, to get full credit. This includes being organized, such as already having feedback from the Career Center representative sent to you by email before the meeting (so you can bring the subsequently reworked hard copy resume to be signed by the Career Center representative). Otherwise bring your laptop (or at least flash-drive) with you to the meeting and then print the reworked resume for their signature at the Career Center (or other relevant site).