

Resume/CV and Cover Letter

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This is the final module! Great job in completing the course thus far!

For a lucky few, jobs are waiting when school is finished. But for the rest of us, getting a job means applications, resumes, and interviews. I want to be sure that you are prepared for the process when it arrives.

Please be sure to read carefully this week (module) as there is plenty of great information on how to conduct yourself in an interview, how best to fill out an application and resume skills.

Your final assignment will take some time to work on so be sure to give yourself ample time to complete it. You will create an online resume/CV. CV stands for curriculum vitae. You can use the words alternatively. You can make up a company/organization or use one you would like to apply to in the future.

- o For this week's assignment you will be creating your Resume or CV as well as a Cover Letter. This will take some time but is well worth it. Click on the link to www.visualcv.com or copy and paste it in a new window. You will need to create a username and password. Virtual CV allows you to create your CV/resume in both an online or pdf format. You can customize the look and style of your CV/resume. Then create a Cover Letter using the information you learned this week in your reading assignment. If you do your Cover Letter in the CV program go ahead and save it as a .pdf. If you create it separately you can save it in any other word processing format you typically use (such as Microsoft Word etc). I look forward to reading your creations!

