

CS3000 Resume Assignment – Due November 4, 2009  
Graded as P/F only – Submit through Eagle

Your assignment, even if you are not planning to seek a job this year, is to prepare the kind of documentation that employers expect from an applicant. The videos of Donna Crow's presentation and the career services packets that you received explain these expectations in detail. You can target your materials to a single company (you pick) for either an internship, permanent employment, part time employment, etc. It can be permanent employment even if you are not graduating this year. For this assignment, you are required to prepare two items for presentation to this prospective employer:

- Cover letter
- Resume

These documents must be a single file in Word, open office word, or .pdf. You are required to turn in these documents through Eagle by midnight, November 4.

The requirements for passing this assignment are:

- Turned in on time. **THIS IS A MUST – NO Latitude or excuses accepted.**
- The application is for an actual internship or employment opportunity (for a computer scientist) with a real company. Be sure to indicate clearly the company you have chosen to apply to in your cover letter.
- **No** spelling errors or incorrect words in either document.
- Resume and cover letter *well written* and *grammatically* correct.

If you need help with your resume, etc., you might want to go to Career Services, but for sure, ask someone to proof read your documents. Remember, if the proof reader is late, you are late. Also, unlike the ethics paper, there is **no leeway given for late turn-in.**

If you get your paper in on time, but you fail to meet any one or more of the other requirements, and the failure is not egregious, you may have one week from the date the assignment is returned to correct the error(s) and turn it in as before. In case something gets "lost in the mail", remember to keep a copy of your work for later reference.

If a second try is allowed, the assignment will be graded in the same fashion as the first try. A failure on this iteration is permanent.

**Note:** A paper turned in late is not accepted, i.e. you fail.

## Notes on common “problems” in resumes/cover letters

- Resume and cover letter objectives don't match
- Misspelling “programed”
- Don't go overboard with adjectives “perfect candidate”
- “made computer program in C++ for school that choose the valedictorian...”
- “nice GUI interface”
- “I proceeded to teach myself BASIC on my own”
- “access every system of USU”
- Numerous students used sentences that were approximately a paragraph in length.
- If your resume is more than a page long, you may want to consider reducing the amount of detail.
- Don't call your degree a Bachelor's degree. It is a Bachelor of Science or a Bachelor of Arts degree.
- “As an under-grad...”
- “internet” is generally spelled Internet.
- Too Often Students capitalized What should Not be Capitalized.
- “throughout the country...” say US, rather than country so your reference is specific
- Gave graduation year but not month
- Right edge of page cut off a letter “Presen”
- “presided in the presidency of my religious organization”
- Always have an objective
- “To obtain an entry level position ... that will provided personal...”
- “My most valuable skill is my ability to learn and grow in a relatively short period of time, and a such one with my current skills would provide invaluable.”
- “I feel I can bring the type of ideas that XX is know for...”
- “... designing simply software...”
- “Thank you for your time and consideration; Included is...”
- “Referrals available upon request”
- A two page resume in which the second page is blank.
- Put your most recent work experience first.
- “I hope my recent and training ...”
- “Transport customers to and From Their Destinations”
- “I seek employment with an organization while completing my degree in computer science.”
- “Objective: Through and internship...”
- You should never have font or background changes in the text.
- ..... a self-education of this ever-increasing industry ....
- I would appreciate an interview to discuss your suggestions and future career possibilities.
- In my junior year of a software engineering major....
- Please contact me at the information given above.
- Font changes

- Long sentences
- Too much upper case
- No graduation date given
- What's a "high class company"?
- I possess many of the qualities ....
- Job Objective – Computer science and Mathematics majors with experience in management, service, tutoring, as a team player, responsibility, honesty, striving to excel.
- Taught the components of a computer....
- Ladies and Gentlemen:
- I have also honed my business communication skills....
- I am greatly interested working for L-3 because...
- No closing salutation/signature
- ... look forwarding to meeting...
- When I looked around your home page...
- Professional language language handle skill...
- I have worked the past nine months developing web based decisions support tools.... I believe in checking my work to be certain it is done correctly and professionally.
- Objective: Obtain employment to save money for college education
- I will be a senior once this semester finishes, eliminating the last major requirement I previously lacked so I will be completely available.
- I am honestly interested in an internship with your company
- Novel Corporation
- I have includes a copy of my resume
- I taught myself to install install, configure...
- I am writing in response to you coming to the Career Fair.
- C++ with the second + on the next line
- I will graduate next May
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