**CMSC 101 / IS 101Y – Fall 2013
Resume & Cover Letter Assignment**

**Overview: This assignment has two due dates (a draft deadline on Friday 11/8 and a final deadline on Friday 11/22). It includes a number of steps, so you should start early.**

Don’t wait until the last minute! You will be writing a first draft of a resume, getting it critiqued, and then finalizing your resume. You should have your resume critiqued during walk-in hours at Career Services or by scheduling an appointment at the Shriver Center. In addition, you willfind and save an internship posting from UMBCworks and write a cover letter to apply for that position. The cover letter should also be critiqued by Career Services or the Shriver Center.

**Step 1:** Watch the online Resume Workshop on the Career Services website (http://www.careers.umbc.edu/workshops/resume/) and consult the online Career Guide and Career Services website for information about how to write a resume and cover letter.

**Step 2:** Go into UMBCworks and find an internship posting related to your major that interests you. Don’t worry if you are not absolutely qualified for the position. Download the posting as a PDF. **Upload this PDF to Blackboard no later than Friday 11/8 (see submission requirements below).**

**Step 3:** Create a first draft of your resume and cover letter and upload both to UMBCworks. **You must also upload these draft documents to Blackboard, no later than Friday 11/8.** Go to walk-in hours at the Career Center or make an appointment with the Shriver Center to have your resume and draft cover letter critiqued. (You can go back more than once.) *You must go to Career Services or the Shriver Center for a critique even if your resume is approved when you upload it.* Write down the feedback you receive about your resume and cover letter drafts from Career Services or the Shriver Center.

**Step 4:**  Make the changes to your resume and cover letter. Upload the improved resume to UMBCworks before you delete the original version. Upload your final cover letter. **Upload these final documents to Blackboard, no later than Friday 11/22.**

**SUBMISSION REQUIREMENTS:** You must submit the following documents as PDFs in Bb:

1. The first draft of your resume (name this file ResumeDraft.YourLastName) – *submit by 11/8*
2. The first draft of your cover letter (name: CoverLetterDraft.YourLastName) – *submit by 11/8*
3. The internship posting you pulled from UMBCworks (name: Internship.Company.YourLastName) – *submit by 11/8*
4. The final resume (name: Resume.YourLastName) – *submit by 11/22*
5. The cover letter you have written to apply for the internship (name: CoverLetter.YourLastName) – *submit by 11/22*

Note: the red fields (Company and YourLastName) will be the name of the company posting the internship and your actual last name.