

Cover Letter & Resume

Getting to Know You

Activity Introduction

Many people claim that students in high school have a full-time job—being a student. Therefore, to get to know you better and to prepare you for life after graduation, you will create a cover letter and resume “applying” to be in this course. Your application should provide a snapshot of who you are as a student and as a person. Use the attached directions to create each document. This project is a way for me to get to know you, but more importantly, it will help you develop the informational writing skills necessary to enter the work force. A rubric for this project is also attached.

Cover Letter

The first document you will provide in job applications is a cover letter. The cover letter will be your potential employer’s first impression of you, and it is often what will determine if the employer will offer you an interview or ignore your resume. Its purpose is to provide a context for your resume, thereby giving your reader insight to your personality. Because the cover letter is the first document in the “packet” you will be providing to the employer, it is also customary to list any attached documents (called “enclosures”) after your signature.

Resume

The second document you will provide to potential employer is a resume. A resume provides factual information about your skills and experience. Before beginning to write your resume it may be useful to develop a list of skills, experiences, and achievements—then focus your resume on those items that are relevant to the job you are seeking (So don’t, for example, include your arm-wrestling statistics on your resume if you’re applying for a job as a cashier).

DUE DATE: _____

TOTAL POINT VALUE: 48

Cover Letter & Resume Rubric

Project Components		Not Proficient (0 Points)	Emerging (2 Point)	Proficient (4 Points)
Resume	Contact Information	Missing <u>two or more</u> : <ul style="list-style-type: none"> • Full Name • Address • Phone Number • Email 	Missing <u>one</u> : <ul style="list-style-type: none"> • Full Name • Address • Phone Number • Email 	Includes <u>all</u> : <ul style="list-style-type: none"> • Full Name • Address • Phone Number • Email
	Education	Does not include information about any schooling.	Includes information about <u>either</u> middle or high school.	Includes information about both middle and high school (school name, GPA, achievements/honors).
	Experience (Work & Extra-Curricular)	Does not meet most requirements (see right) in <u>either</u> section: <ul style="list-style-type: none"> • Work • Extra-Curricular 	Meets <u>most</u> requirements (see right) in <u>both</u> section: <ul style="list-style-type: none"> • Work • Extra-Curricular 	Work Experience includes: <ul style="list-style-type: none"> • Company • Dates Worked • Name of Employer • Job Title • Responsibilities and/or Achievements <u>AND</u> Extra-Curricular Experience includes: <ul style="list-style-type: none"> • Activities • Participation Dates
	Related Skills	The list of related skills does one or more of the following: <ul style="list-style-type: none"> • Only one skill listed, • Weak verb choice, • OR none provided 	The list of related skills contains at least two specific skills <u>and</u> uses strong verb choice.	The list of related skills contains <u>at least</u> three specific skills <u>and</u> uses strong verb choice.
	Formatting	The resume does <u>not</u> follow a majority of the conventions outlined.	The resume follows <u>most</u> of the formatting conventions outlined.	The resume follows <u>all</u> of the formatting conventions outlined.
TOTAL - resume				
Cover Letter	Contact Information	Missing <u>two or more</u> : <ul style="list-style-type: none"> • Full Name • Address • Phone Number • Email • Date 	Missing <u>one</u> : <ul style="list-style-type: none"> • Full Name • Address • Phone Number • Email • Date 	Includes <u>all</u> : <ul style="list-style-type: none"> • Full Name • Address • Phone Number • Email • Date
	Salutation	Cover letter does not use any form of salutation.	Cover letter uses a salutation, but it is informal.	Cover letter uses an appropriate salutation.
	Body Paragraphs	Missing <u>two+</u> requirements: <ul style="list-style-type: none"> • Position being applied for • What you have to offer • How qualifications match • Thank you 	Missing <u>one</u> requirement: <ul style="list-style-type: none"> • Position being applied for • What you have to offer • How qualifications match • Thank you 	Includes <u>all</u> requirements: <ul style="list-style-type: none"> • Position being applied for • What you have to offer • How qualifications match • Thank you
	Complimentary Closing	Does not include any form of a closing.	Includes a complimentary closing, but it is informal.	Includes an appropriate complimentary closing.
	Signature	Name is not signed <u>or</u> typed.	Name is <u>either</u> signed or typed, but not both.	Name is signed <u>and</u> typed underneath.
	Enclosures	There is no indication of an attached document.	Cover letter indicates a document will be attached, but is not specific.	Cover letter indicates a resume will be attached.
	Formatting	The cover letter does <u>not</u> follow a majority of the conventions outlined.	The cover letter follows <u>most</u> of the formatting conventions outlined.	The cover letter follows <u>all</u> of the formatting conventions outlined.
TOTAL - cover letter				

Total Points Earned: _____/48 **Grade:** _____ **Overall proficiency:** _____

(Cover Letter Content & Formatting)

Contact Information

Name

Address

City, State, Zip Code

Phone Number

Email Address

Date

Salutation

Dear Mr./Ms. Last Name, (replace with To Whom It May Concern if you don't have a contact)

First Paragraph

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and where you found the job listing. Include the name of a mutual contact, if you have one.

Middle Paragraph(s)

The next section of your cover letter should describe what you have to offer the employer. Mention specifically how your qualifications match the job you are applying for. Remember, you are interpreting your resume, not repeating it.

Final Paragraph

Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up.

Complimentary Close

Respectfully yours,

Signature

Handwritten Signature

Typed Signature

Enclosures

List any additional documents that will be attached to the cover letter (resume, transcript, etc.).

NOTE: Not all examples shared in class follow this exact format, but all are acceptable documents tailored for specific fields/positions. You may make small changes to tailor this document to the position that you are applying for, but need to follow the basic guidelines to receive all of the possible points for this assignment.

Your First & Last Name

Street Address

City, State, Zip Code

Phone Number

Email Address

Education

In the education section of your resume, list the schools you've attended, your GPA (if it's above 3.0) and a bulleted list of any significant awards or honors you have earned. If you don't know your GPA, use the directions at the bottom to calculate it.

School (GPA: _____)

- Awards, Honors

Work Experience

This section of your resume includes your work history. If you have had a job before, list the company you worked for, dates of employment, the name of your boss/employer, the positions you held and a bulleted list of responsibilities. If you haven't had a regular job before, it's fine to include positions like baby sitting or pet sitting and any volunteer experiences you might have.

Company #1 (Dates Worked)

Name of Employer

Job Title

- Responsibilities / Achievements
- Responsibilities / Achievements

Extra-Curricular Experience

This section of your resume includes a bulleted list of any other activities you participate in (sports, clubs, church groups, etc.) and when you participated in those activities.

Related Skills

The last section of your resume includes a bulleted list of skills related to the position that you are applying for (i.e. computer skills, language skills). Try to be as specific as possible and use strong verb choice.

How to Calculate Your GPA: Make a list of your final grades for each high school-level course you've taken. Assign each letter grade a number using the chart below. Average the numbers to determine your GPA.

A	=	4.0	C	=	2.0
A-	=	3.7	C-	=	1.7
B+	=	3.3	D+	=	1.3
B	=	3.0	D	=	1.0
B-	=	2.7	D-	=	0.7
C+	=	2.3	F	=	0

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Rachel M. Gottlieb

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EDUCATION

University of Virginia, Charlottesville, VA

May 2011

- Masters of Teaching in English Education (6-12) with ESOL endorsement (K-12)
- Bachelor of Arts in English Language and Literature

GPA 4.0

GPA 3.7

FULL-TIME TEACHING EXPERIENCE

LANGUAGE ARTS TEACHER

Aug 2011-June 2012

Rippon Middle School, Grades 6 and 8

Woodbridge, VA

- Taught one 6th grade Extended Language Arts classes, and two 8th grade Standard Language Arts classes, including a Special Education inclusion course in a racially and socioeconomically diverse suburban school.
- Designed writing workshop activities including peer-editing instruction and remediation stations based on student needs.
- Developed student-led literature circles, discussion questions, and differentiated assessments based on required readings.
- Created interactive lessons and activities using ActivInspire software, the ActivSlate device, and student response systems.
- Cultivated a supportive learning environment through student feedback, surveys, conferences, and after school tutoring.

RELATED EXPERIENCE

STUDENT TEACHING

Aug 2010-Dec 2010

Jack Jouett Middle School, Language Arts 6 Standard

Charlottesville, VA

FIELD PRACTICUMS

Spring 2009- Spring 2011

Greenbrier Elementary School, ESOL (30 hours)

Charlottesville, VA

Monticello High School, English 9 Honors (60 hours)

Charlottesville, VA

Colegio Angélica Recharte, English as a Foreign Language 8-12 (20 hours)

Lima, Peru

SUBSTITUTE TEACHING

Loudoun County Public Schools, long-term 11th grade English, preK-12

Jan 2007-June 2011

Albemarle County Public Schools, middle school

Aug 2010-May 2011

EDUCATIONAL INTERNSHIP

Scottsville Museum, Institute for Public History Intern

May 2010-August 2010

PROFESSIONAL LEADERSHIP EXPERIENCE

Student Council Association Co-Sponsor

Aug 2011-present

Multicultural Night Leadership Team member

Feb– March 2012

Professional Learning Community team member

Aug 2011-present

PROFESSIONAL ACTIVITIES AND AFFILIATIONS

National Council of Teachers of English member

Sept 2010-present

Parent Teacher Student Organization member

Aug 2011-present

Rippon Middle School Book Club member

Dec 2011-present

COLLEGIATE EDUCATIONAL LEADERSHIP EXPERIENCE

Student Virginia Education Association, Events Coordinator

Sept 2008-May 2010

Council for Exceptional Children, Volunteer Coordinator

Jan 2009-May 2010

COLLEGIATE HONORS AND AWARDS

ETS Recognition of Excellence, Praxis II

Fall 2010

Rotary International Paul Harris Fellow

Spring 2007

Girl Scout Gold Award recipient

Spring 2006

LANGUAGE SKILLS

Fluent in Spanish (speaking, reading and writing)

Action Verbs & Power Words

Part of writing a strong cover letter and resume is using the right *words*. The word bank below contains a list of “buzz words” that are often found in job application paperwork. Consider using a couple of them—thoughtfully!

Absorb	Chart	Dedicate	Graduate	Mobilize	Refocus	Target
Accelerate	Check	Define	Greet	Modify	Regulate	Teach
Access	Choose	Delegate	Guide	Monitor	Reorganize	Test
Accomplish	Clarify	Deliver	Handle	Motivate	Repair	Track
Accrue	Classify	Demonstrate	Help	Negotiate	Replace	Trade
Acquire	Coach	Depreciate	Help	Observe	Report	Train
Achieve	Collaborate	Describe	Hire	Obtain	Represent	Transact
Act	Collate	Design	Host	Open	Research	Transcribe
Activate	Collect	Determine	Identify	Operate	Reserve	Transform
Adapt	Combine	Develop	Illustrate	Order	Resolve	Translate
Address	Communicate	Devise	Implement	Organize	Respond	Transmit
Adjust	Compare	Diagnose	Improve	Originate	Restore	Transport
Administer	Compile	Direct	Improvise	Outpace	Restructure	Tutor
Advertise	Complete	Dispatch	Increase	Outperform	Retrieve	Unite
Advise	Comply	Dispense	Index	Participate	Review	Update
Advocate	Compose	Distribute	Influence	Perform	Revise	Upgrade
Affirm	Compute	Document	Inform	Persuade	Revitalize	Validate
Aid	Conceptualize	Draft	Initiate	Plan	Schedule	Value
Alert	Conclude	Edit	Innovate	Prepare	Screen	Verify
Align	Condense	Educate	Inspire	Present	Search	View
Allocate	Conduct	Emphasize	Install	Prevent	Secure	Volunteer
Analyze	Confer	Encourage	Institute	Printed	Select	Watch
Apply	Configure	Enforce	Integrate	Prioritize	Send	Weigh
Appraise	Connect	Engineer	Interact	Process	Serve	Witness
Approve	Conserve	Enhance	Interview	Produce	Share	Write
Arbitrate	Consolidate	Ensure	Introduce	Program	Seize	Yield
Arranged	Construct	Establish	Investigate	Promote	Showcase	
Assemble	Consult	Estimate	Itemize	Propose	Simplify	
Assess	Contact	Evaluate	Join	Prospect	Solve	
Assign	Continue	Examine	Justify	Prove	Sort	
Assist	Contribute	Execute	Launch	Provide	Specialize	
Attain	Control	Expand	Learn	Publicize	Specify	
Authorize	Convert	Expedite	Lecture	Purchase	Sponsor	
Award	Convey	Explain	Led	Pursue	Staff	
Begin	Convince	Fabricate	Lessen	Qualify	Standardize	
Brief	Coordinate	Facilitate	Lift	Run	Start	
Bring	Correspond	Finance	Link	Rate	Succeed	
Broadcast	Counsel	Focus	Listen	Reach	Suggest	
Budget	Critique	Forecast	Maintain	Receive	Summarize	
Build	Cultivate	Formulate	Manage	Recommend	Supervise	
Calculate	Customize	Foster	Manipulate	Reconcile	Supply	
Campaign	Decide	Fund	Map	Record	Support	
Certify	Declare	Furnish	Market	Recruit	Surpass	
Chaired	Decline	Gain	Measure	Reduce	Survey	
Change	Decorate	Generate	Mediate	Refer	Sustain	
			Merge			