Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hour: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Resume Assignment #5 and Cover Letter Assignment #6**

**Format Guidelines:**

* Times New Roman, Font Size: 12 point (use for entire paper)
* Header:

Hour: \_\_\_\_\_ Careers (left justified) Full Name (right justified)

Assignment # Date:

* Title: “**Resume” bold “Cover Letter” bold**
* Line Spacing: Check your Careers Book for spacing and Margins should be 1.25”
* **Directions for Assignment:** Type your resume and cover letter using correct format with efficient details about your experience and interest to get the job
* **Typed Assignment #5 Worth 25 points:** A = 23-25 B = 20-22 C = 18-19 D = 15-17 F = 14<
* **Typed Assignment #6 Worth 25 points:** A = 23-25 B = 20-22 C = 18-19 D = 15-17 F = 14<
* **Comments:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **(Careers, Monticello )**

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Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hour: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Resume Assignment #5 and Cover Letter Assignment #6**

**Format Guidelines:**

* Times New Roman, Font Size: 12 point (use for entire paper)
* Header:

Hour: \_\_\_\_\_ Careers (left justified) Full Name (right justified)

Assignment # Date:

* Title: “**Resume” bold “Cover Letter” bold**
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* **Comments:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **(Careers, Monticello )**