

47. Cite examples of how skills/knowledge and technical training increase personal productivity and career opportunities, and which skills/knowledge would enhance particular career prospects (E-1A-M5)

Imagine you have just finished college, professional, or graduate school. You have an education but little experience. Write a cover letter and resume for yourself that would impress a potential employer AND demonstrate your grasp of GLE #47 (see above). Take the assignment seriously – if I am less than impressed with your resume I will deduct points.

Please type your cover letter and resume. I will not grade a handwritten resume because I would not bother to interview anyone with a handwritten resume.

Don't write your cover letter and resume on this page.

See my Cover Letter and Resume rubrics for details.