**Introduction**: In order to achieve your goals of attaining a career after high school, it is important that you understand how to successfully create a resume and cover letter. Also, it is essential that you know how to compose yourself when being interviewed. Therefore, this unit will be focused on actually creating a resume and cover letter as well as experiencing a mock interview. Below, you will find assignment guidelines and rubrics for your cover letter, and resume.. Rather than taking a test, creating these documents will be your assessment! Good luck and try your best—you will undoubtedly use these documents in your near future!

Assignment: Creating a resume!

**Objective:** Prepare a neat and professional resume stating your educational and work experiences that make you a qualified job candidate.

**Assignment guidelines and requirements**:

* Resume should have a clearly stated objective.
* Resume should be organized using the template provided.
* Resume should be free of any grammatical errors and/or spelling errors.
* Resume is typed, printed, and turned in on time.
  + *Rough draft due*: [Insert date here]
  + *Final draft due*: [Insert date here]

Assignment: Creating a cover letter!

**Objective**: Prepare a clearly written, professional cover letter that adds a personal touch to your resume.

**Assignment guidelines and requirements**:

* Cover letter should be free of grammatical and spelling errors.
* Cover letter should be organized and formatted using the template provided.
* Cover letter should be one page with a minimum of three paragraphs.
* Cover letter should be signed and turned in on time.
  + *Rough draft due*: [Insert date here]
  + *Final draft due*: [Insert date here]