Resume and Cover Letter

An applicant's professional history and qualifications are outlined in a resume. A cover letter is a way for the

applicant to make a professional introduction to the hiring manager and demonstrate an interest in the company.

Develop a current resume and create a formal cover letter for a position for which you would like to apply. Create

both the cover letter and resume using a professionally accepted format.

Include the following:

Resume: Detail your overall education, credentials, and professional experience, such as licenses, earned degrees,

certifications, professional experiences, previous positions held, membership in professional organizations,

publications, and skills.

Write a one-page double spaced introductory cover letter in which you explain your professional objectives,

professional interests, and strengths as an applicant.

Prior to submission, share your resume with a colleague and obtain feedback. Revise your resume as needed

While APA style format is not required for the body of this assignment, solid academic writing is expected, and in-text

citations and references should be presented using APA documentation guidelines, which can be found in the APA

Style Guide, located in the Student Success Center.

This assignment uses a rubric. Please review the rubric prior to beginning the assignment to become familiar with

the expectations for successful completion.

You are required to submit this assignment to LopesWrite. Refer to the LopesWrite Technical Support articles for

assistance.