**Resume Portfolio**

**Due Date: Tuesday, September 30**

In class we will

* create your resume (Sept. 18–Sept. 26)
* write a letter of application for a real job/internship/other opportunity (Sept. 24–Sept. 26)
* write a cover letter to me explaining your decisions on formatting, organization, emphasis, etc. (Sept. 30)

A **C-level Portfolio** includes a resume, letter of application, and cover letter.

A **B-level Portfolio** includes a second version of the resume, revised for a specific opportunity. (Include a specific objective and change aspects of the resume to work best for the specific job.) In your cover letter, you should explain what aspects of your resume you changed for this specific job.

An **A-level Portfolio** includes a third version of the resume and a second cover letter, revised for second specific opportunity.

OR

It includes another piece of writing for a real application opportunity (e.g., a scholarship application essay, a college application profile, etc.).

For either option, you should use should use your cover letter to explain the different audience for each position and how you made decisions to address them specifically.

**Grading Criteria**

This assignment will be graded on the following criteria:

1. Do you focus on the needs of your audience?
2. Do you present a convincing argument about your credentials?
3. Do you use specific examples to demonstrate this argument?
4. Do you convey information in an easily accessible manner?
5. Is your product free from mechanical and grammatical errors?