Resume and Cover Letter Assignment

Go online or look in the newspaper, web or other source for a job opening or an internship in your field.

1. **Prepare a resume.**
   
   If you are applying for an academic position, prepare a CV.
   
   Follow the guidelines in the Career Guide. Use active verbs. Highlight your achievements and contributions.

2. **Prepare a cover letter.**
   
   Follow the guidelines in the Career Guide. Double space your cover letter so that I can correct. This means the letter should be 2-3 pages long, double spaced. The final version will be single spaced, as you would do if you were truly applying for a position. Final, single-spaced cover letter should be one page long.

3. **Proofread with your eyes** before you hand both in. Also include a copy of the job listing/web posting.
21G.228 / 21G.227 Advanced Workshop in Writing for Social Sciences and Architecture (ELS)
Spring 2007

For information about citing these materials or our Terms of Use, visit: http://ocw.mit.edu/terms.