PRM 498C – Senior Seminar

Resume, Cover Letter, and List of References Assignment

It is expected that this assignment will be completed in a professional manner, neatly developed and submitted on time. Your grade for this assignment will be based on Content, Format/Style, Completeness, and Professional Appearance.

1. Prepare a one page resume describing your education, work experience and job related skills using the information provided in the on-line lesson.

2. Prepare a one-page letter to accompany your resume that is in response to the mock job interview, which you have scheduled. (SEE MOCK INTERVIEW ASSIGNMENT)

3. Identify 3 references and prepare a one-page list of references to accompany your resume and cover letter using the format discussed in the on-line lesson.

4. Resume, cover letter, and list of references **should be submitted as a MS word.doc attachment into our class Assignment Submission box.**