Tasks for Wednesday, Feb 5

1. Review the example cover letters on the course website. Give a one or two paragraph summary of what qualities of these letters you thought were good and bad on these resumes. Again, keep in mind that a cover letter should communicate a bit about yourself, the type of position you want, and why you are the best person for that position.
2. Search the web for a position you’d like to apply. Write a cover letter for this position. Your cover letter should be no more than 1 page in length.
3. Consider the outcomes obtained from your peers regarding “Draft 1” of your resume. Reflect upon and implement some of the suggested changes. Submit a one paragraph description of the changes you decided to make. On the changes you decided not to make, briefly talk about why you did not make those changes. Turn in “Draft 2” of resume.