Software Skills - Project 1

Creating a Personal Resume & Cover Letter

DUE DATE: December 6th at the end of the day!!

Submit to: skillsworksheets@kait.ca

Marking Structure for Project 1:

Layout/Content of Resume: 30%
Layout/Content of Cover Letter: 30%
Pride in Project: 20%
Appearance: 20%
Total of Project: 100%

Create a personal resume with a cover letter.

Please choose your own format using Microsoft Word 2010.

When creating resume, think of it as you were applying for a job with KAIT – Keewatin Academy of Information Technology

There is an excellent Career Planner Edition from http://career.kcdc.ca – I will upload on the www.kait.ca website.

Please go through this 40 pager as it is excellent for deciding what and where you want to go with your Career!! On page 28 of 40 that is the Resume section to help you build your resume. Then on page 32 of 40 is the section to help you created your cover letter to go with your resume!

I know some of you have resumes already, but with the skills that you have learnt please redo, and I have copies of your original resumes (he he I will be watching)! Also, please use the Microsoft Office 2010 Word application for your projects!!!

Thanks

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