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| **Resume and Cover Letter** |  |

An applicant's professional history and qualifications are outlined in a resume. A cover letter is a way for the applicant to make a professional introduction to the hiring manager and demonstrate an interest in the company.

Develop a current resume and create a formal cover letter for a position for which you would like to apply. Create both the cover letter and resume using a professionally accepted format provided on the Resume-Resources website, located in the Topic Materials.

Include the following:

1. Resume: Detail your overall education, credentials, and professional experience, such as licenses, earned degrees, certifications, professional experiences, previous positions held, membership in professional organizations, publications, and skills.
2. Write a one-page double spaced introductory cover letter in which you explain your professional objectives, professional interests, and strengths as an applicant.
3. Prior to submission, share your resume with a colleague and obtain feedback. Revise your resume as needed

While APA style format is not required for the body of this assignment, solid academic writing is expected, and in-text citations and references should be presented using APA documentation guidelines, which can be found in the APA Style Guide, located in the Student Success Center.

This assignment uses a rubric. Please review the rubric prior to beginning the assignment to become familiar with the expectations for successful completion.

You are required to submit this assignment to LopesWrite. Refer to the [LopesWrite Technical Support articles](https://support.gcu.edu/hc/en-us/sections/360001963394-LopesWrite) for assistance.