ENGL 3100—Email and Electronic Résumé Assignment (10%)

For this assignment, you will write a brief cover email and electronic résumé. You will produce these documents as application materials for an actual workplace job or an internship for which you are qualified within six months to a year—not one for which you will be qualified in the future. (To write an effective résumé and cover memo, you must be qualified for the position you seek. No one succeeds in applying for a job for which they do not have the required qualifications.)

This assignment is sent via email (brief cover email to your prospective employer and your e-résumé). Though you send this assignment to your instructor, your audience is your potential employer.

Electronic Résumé

For the electronic résumé assignment, you will adapt your résumé in an appropriate electronic format. Successful submissions will follow Anderson's and the Handbook's advice and guidelines. I've included a step-by-step guide to formatting e-résumés.

Additionally, include a "cover email" that effectively introduces your résumé.

Step-by-Step (from http://www.eresumes.com/tut_asciiresume.html)

1. In your word processor document, set your margins so that you have 6.5 inches of text displayed.

2. Compose a résumé from scratch or open an existing résumé in your word processor.

3. Select all of the text, and then select a font that is non-proportional 12 pitch, such as Courier 12. This will give you 65 characters per line, which will accommodate most e-mail programs.

4. Save your résumé as a "text only" file with "line breaks." Make sure there is white space in the résumé to help the reader find your information.

5. Open this new file in Notepad, or any other text editor that you can cut and paste text into. Most operating systems have a text editor.

6. Review your résumé in the text editor. Notepad lets you view your résumé as it will most likely be viewed by the recipient. It will automatically convert proportional fonts to a fixed font if you did not select one earlier, and it will indicate what part of your text are unsupported ASCII characters such as bullets or underlining.

7. Replace all unsupported characters with their ASCII equivalent. For example, bullets created in Microsoft Word appear as a question mark when opened in Notepad. They can be replaced with asterisks or hyphens. Any character found on your keyboard is an ASCII-equivalent character. If you see long lines of text in your editor, use Notepad's word wrap feature under the Edit menu. This feature inserts "hard" returns, allowing you to format the résumé to meet specified margins.

8. Copy and paste the text of the résumé into the body of a test e-mail message, once you are satisfied with the way it looks in your text editor.

9. Create a very short cover email using the same steps described above. Insert this text above the résumé in the email message. Do not send the cover letter separately as an email attachment.

10. Send a copy of this email message to yourself and to a friend who is using a different e-mail program, before submitting the text.