



CFAA Course 2 Assignment 3: Resume and Cover Letter, due Midnight Apr 30

Write your own resume and cover letter for a job of your choice. In the cover letter, explain why the hiring company will benefit from hiring you. Make sure your resumé backs this up.

Rubric	0-3	4-6	7-10	Mark
Builds arguments upon reader concerns	Little or no recognition of reader concerns. May present facts not of concern to reader	Some recognition of reader concerns Some of argument builds on reader concerns	Strong recognition and addressing of reader concerns Argues in terms of reader interests	
Simple, clear, brief language	Complexity, lack of clarity, or unnecessary technical jargon.	Adequate simplicity and clarity. Possibly too long	Clear, simple and brief.	
Facts and arguments work together	Little provision or use of relevant facts.	Adequate and relevant facts.	Exceptionally strong use of relevant facts with appropriate connecting arguments.	
Appropriate tone, formality and professionalism	Too formal or informal; disrespectful or misses important reader concerns.	Adequate formality, tone, respect and professionalism.	Exceptional care and professionalism. Tidy and correct.	
FINAL MARK				