

# CSC-298 IT Internship

## Assignment 1 Due: session 3 Points: 15

### Creating a Masterpiece Resume (per Nicholas Lore)

This assignment is simple and practical. Follow these instructions carefully step-by-step and don't skip any steps!

1. Read the web resources listed at the session 1 button of the IT Internship Workbook at the [www.ambriana.com](http://www.ambriana.com) web site, especially the first web link which is to an important article by Nicholas Lore.
2. Compose an advertisement seeking a person to fill a position that you currently have the experience to fill. Call the position anything you like and write your ad in the same style as ads in the Chicago Tribune Sunday classified section are written. The position need not be (and in fact should not be) one that you are aiming at filling upon graduation from college. It should be one that you are eminently qualified to fill RIGHT NOW.
3. Create a resume for yourself to apply for the position in your job ad. Update your resume with your current accomplishments and experiences, be those experiences work, volunteer, or academic. Be as creative as Nicholas Lore recommends but be honest also. Make sure you form an objective statement as Lore describes and gives examples of, and support it with your "experience" statements. Use as many metrics and specific accomplishments as possible. As Niniane Wang says in point #3 of her posting (see web link 3 at the first week's button at the IT Internship Workbook at [www.ambriana.com](http://www.ambriana.com)) "Showcase your work using facts, not adjectives."
4. Compose an appropriate cover letter to convey your resume to apply for the position. Use the advice provided at the second web link at the first week's button at the IT Internship Workbook at [www.ambriana.com](http://www.ambriana.com) in composing this cover letter.

This work is due (on paper) to be turned in at the start of class session 3. Late work will receive a maximum of 50% grade credit if submitted within a week after the due date; work submitted later than one week after the due date will receive a maximum of 30% grade credit. Use a single manila folder to turn in this assignment and include in the folder any other assignments due in class session 3. Staple all of the part of assignment 1 together before you put them in the folder. Put your name on the tab on the manila folder. No plastic covers or binders please!