

## Welcome to the Real World 2014

Some of you may already have jobs while others are thinking about future careers. While some jobs do not require a resume or cover letter, most careers will. Plus, a good resume or cover letter will help you outline your strengths so that when you go on interviews (job or college,) you will be prepared.

“But I don’t have any experience yet,” some of you might be thinking. Don’t worry, this time you will create a practice resume and cover letter using one of the fictional characters from your reading.

### **The Purpose**

A good resume provides a brief overview of your qualifications as an applicant. It should have information about your educational background, work experience, and qualities that would make you a desirable employee. You should also list references, people who can provide more detailed information about the claims you make on your resume.

A good cover letter captures the attention of the reader and highlights specific experiences or skills that you offer to the business. The cover letter should capture some of your personality and give a sense of how you plan to meet the needs of the employer.

### **The Plan**

For this assignment you will be expected to complete the following:

- . Planning and Plotting (fill in a resume template and outline the cover letter)
- . The Real Deal (a rough draft)
- . The Real Deal Version 2.0 (the revised final copy)

### **The Assignment: The Real Deal Version 2.0** (the revised final copy)

Create a resume for one of the literary characters you have read about so far (King Arthur, The Wife of Bath, the Green Knight, the Pardoner, etc.). Include details from the reading selection and enhance the resume with details that are consistent with what you have read about the character. Look at sample resumes and follow the format. Also, write a one-page cover letter to go along with your resume. Make sure your cover letter is in business letter format. Read sample cover letters to get a sense of how to make a great first impression on a potential employer, and then try to capture the voice of your character in the cover letter.

**Submit:** One cover letter and one resume, each should fill one page

## Cover Letter Sample

<p>HEADING -Your address (then skip 4 spaces)</p>	<p>14 Olde Hyde Lane London, England October 10, 1379</p>
<p>INSIDE ADDRESS - Address of person to whom you are writing (then double space)</p>	<p>Lady Jane Grey Duchess of Winsor Windsor Castle London, England</p>
<p>SALUTATION -Followed by a colon: One space</p>	<p>Dear Lady Grey:</p>
<p>INTRODUCTORY PARAGRAPH -Tell why you are writing, what job you are applying for and how you heard of the job. Use block paragraphs. Leave one space between paragraphs.</p>	<p>I am very interested in applying for the job of personal chef that was advertised in the September edition of the <i>London Daily Tymes</i>. I have enclosed my resume and beg your indulgence to consider me for the position.</p>
<p>1ST MAIN PARAGRAPH - Describe your qualifications. Sell your skills and knowledge. Tell why you are interested in the company or college. Point out any related experience you have. Use block paragraphs. Leave one space between paragraphs.</p>	<p>I have had four years of experience in the culinary field, working at the Guilded Hen Inn in London, as well as for Master John Downey of Ye Olde Men’s Shoppe on Tilly Lane. My work involved serving as an assistant chef at the Guilded Hen as well as assistant brew master. As such, I was responsible for procuring the meats and sundries for the pub and supervising the brewing of all ales and beers. I am adept at choosing the best malts and hops for ale, and under my supervision, the Guilded Hen was named the best mead pub in south London. I was also fortunate enough to travel on pilgrimage to Canterbury with Master Downey as his personal chef in the spring of 1378. As his chef, I was responsible for procuring all food items and cooking for Master Downey as well as the other members of the guild who were traveling with him. Both of these positions have given me excellent experience cooking for multitudes of people.</p>
<p>2ND MAIN PARAGRAPH - Continue to describe qualifications. Highlight relevant training or classes</p>	<p>My training at the Culinary Arts Academy of London has given me a good background in preparing game meats and many accompanying dishes. My talent at baking has won me numerous awards for my tasty pies, and I received the Award of Excellence at the Culinary Arts Academy for my blancmange,</p>

<p>that relate to the job or major for which you are applying. Use block paragraphs. Leave one space between paragraphs.</p>	<p>which purportedly is your favorite dessert. Additionally my training with the Ale Tasters' Guild of London has given me an excellent background in brewing and selecting the best ales to accompany any banquet. I hope to bring my talents to your staff to help your table be the best of any court in the land.</p>
<p><b>CLOSING PARAGRAPH</b> Close by thanking the reader and requesting an interview; tell reader how to get in touch with you. Leave one space between paragraphs.</p>	<p>I am looking forward to speaking with you personally to discuss my qualifications for the personal chef position. I can be reached at (413) 867-4309, or you may e-mail me at <a href="mailto:j Smythe@publican.com">j Smythe@publican.com</a>. Thank you for your time and consideration.</p>
<p><b>COMPLIMENTARY CLOSE</b></p>	<p>Sincerely,</p>
<p><b>SIGNATURE</b> (leave 4 spaces)</p>	<p><i>Cook John Smythe</i></p>
<p><b>NAME</b> <b>ENCLOSURE</b> This indicates that you have enclosed other items (resume, transcripts, etc.) for the reader to see.</p>	<p>Cook John Smythe Enclosure</p>

## Character Resume Guide

### **(Character name, capitalized, boldfaced and 16 pt. font)**

(Street Address – make up one consistent with setting)

(Town, country)

(Home phone number – make one up)

(E-mail address – make one up consistent with character)

#### **CAREER/JOB/OBJECTIVE:**

List possible job or career your character might be applying for in one short sentence (if it's not a complete sentences, do NOT use punctuation)

#### **EDUCATION:** (Each heading should be in capital letters and boldfaced)

- List 1st training this character might have had for his job
- List fictional schools or academies this character might have attended
  - Courses of study (consistent with character's job)
  - Time he attended (accurate for character's time period)

**WORK EXPERIENCE:** (List current job your character has first, followed by any previous jobs he might have had – make them realistic for your character. List them from most recent to oldest.)

- Company name Company address (make up these consistent with setting and character)
  - Job title Employment starting date – ending date (consistent with time period of character)
  - Job responsibilities (make consistent with what character actually does)

**SKILLS/ACCOMPLISHMENTS:** (List skills that the character would have based on the story or his activities and accomplishments within the story)

**INTERESTS:** (List the interests your character has in the story)

**REFERENCES:** (List names of 3 people your character knew in the story, or make up acquaintances or previous employers that are consistent with your character's job, setting, or activities)

- Full name  
Identification (title or job, relationship to character)  
Address (must be consistent with setting)  
Phone number and/or e-mail address (must be consistent with character)
- Full name  
Identification (title or job, relationship to character)  
Address (must be consistent with setting)  
Phone number and/or e-mail address (must be consistent with character)
- Full name  
Identification (title or job, relationship to character)  
Address (must be consistent with setting)  
Phone number and/or e-mail address (must be consistent with character)

# COOK JOHN SMYTHE

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14 Olde Hyde Lane  
(413) 867-4309

London, England  
jsmythe@publican.com

## **CAREER/JOB/OBJECTIVE:**

To become a personal chef for Lady Jane Grey

## **EDUCATION:**

Graduate of Culinary Arts Academy of London

Studied preparation of game meats and sauces, mead and ale brewing

1374-1375; certificate of completion spring 1375

Trained by master brewer in brewing of mead and ale; internship with Ale Tasters' Guild of London – fall 1375

## **WORK EXPERIENCE:**

Master John Downey, proprietor of Ye Olde Men's Shoppe haberdashery

Chief cook – April 1378

Duties – cooking for guildsmen on pilgrimage to Canterbury

Master Robert Graveling, proprietor of Guilded Hen Inn

Assistant cook – 1375-1377

Duties – assisting head cook, assisting brew master with mead and ale brewing

## **SKILLS/ACCOMPLISHMENTS:**

Excellent at stewing chicken

Expert in use of spices for flavoring old or dried meat

Experienced baker and soup maker, received Award of Excellence at Culinary Arts

Academy for best blancmange

Designated as official London ale taster by Ale Tasters' Guild of London

## **INTERESTS:**

Loves travel within England and beyond; loves cooking with exotic spices; dislikes doctors

## **REFERENCES:**

Master John Downey, former employer

Ye Olde Men's Shoppe

24 Tilly Lane London, England

masterhatter@mensshoppe.com

Master Harry Bailey, personal friend

Tabard Inn

9 Tabard Lane Southwark, England

baileyh@tabard.com

Master Robert Graveling, former employer

Guilded Hen Inn

14 Devonshire Lane London, England

gravelingr@guildedhen.com

Character Cover Letter and Resume Rubric **Name:** \_\_\_\_\_

<b>Cover Letter</b>	Great Job! - 10	Almost - 8	Not Yet - 6
Organization	The cover letter is formatted and organized correctly according to business letter requirements (block paragraphs with no indents)	The cover letter is mostly formatted correctly according to business letter requirements (one error)	The cover letter is not formatted correctly according to business letter requirements (two or more errors)
Ideas and Content	The cover letter indicates interest in the position, establishes qualifications, requests an interview, and presents ideas clearly and directly	The cover letter does not address one of the requirements and presents ideas somewhat clearly and directly	The cover letter is missing two or more of the requirements and ideas are not clearly or directly presented
Voice	The cover letter addresses the audience; is formal but personable; avoids negative implications; maintains focus on intended purpose	The cover letter does not meet one or two of the requirements	The cover letter does not meet three or more of the requirements
Word Choice and Sentence Fluency	The cover letter eliminates slang, clichés, colloquialisms and sexism; uses vocabulary appropriate to the purpose; uses sentences of varied length and complexity (follow writing packet rules)	The cover letter contains some slang, clichés, colloquialisms; sometimes uses vocabulary not appropriate to the purpose; sometimes uses sentences that do not vary in length or complexity	The cover letter uses slang, clichés, or colloquialisms; the vocabulary is not appropriate to the purpose; the sentences are simple and repetitive
Conventions	No errors in spelling, grammar or usage	Few errors in spelling, grammar or usage (few = three)	Excessive errors in spelling, grammar or usage (excessive = 4 or more)

**Total:** \_\_\_\_\_ / 50

<b>Resume</b>	Great Job! - 10	Almost - 8	Not Yet - 6
Organization	Organized; centered personal heading; employment objective; education; work experience; references; no more than one page	Somewhat organized; missing one of the required sections	Not organized; missing two or more required sections
Ideas and Content	Information is complete; uses phrases and clauses; presented in correct order	Information is mostly complete; uses mostly phrases and clauses; presented in correct order	Information is not complete; does not use phrases and clauses; not presented in correct order
Voice	Considers and addresses the audience; informational; maintains focus on intended purpose; information revealed in an orderly manner	Mostly considers and addresses the audience; informational; mostly maintains focus on intended purpose; information revealed in an orderly manner	Does not consider or address the audience; informational; does not maintain focus on intended purpose; information not revealed in an orderly manner
Word Choice and Sentence Fluency	Does not use slang, clichés, colloquialisms, or sexism; words are specific and easily understood; uses active verbs; avoids trite expressions (a lot, got, "to be" constructions); no contractions (follow writing packet rules)	Use little or no slang, clichés, or colloquialisms; words are mostly specific and easily understood; mostly uses active verbs; mostly avoids trite expressions (a lot, got, "to be" constructions); few or no contractions	Uses slang, clichés, or colloquialisms; words are not specific or easily understood; does not use active voice; uses trite expressions (a lot, got, "to be" constructions); uses contractions
Conventions	No errors in spelling, grammar or usage	Few errors in spelling, grammar or usage (few = three)	Excessive errors in spelling, grammar or usage (excessive = 4 or more)

**Total:** \_\_\_\_\_ / 50