

# Assignment #1.4: CV and Cover Letter

## Personal Orientation Project (POP304)



### Objectives

This assignment will allow students to:

- deepen their knowledge of how to write a résumé (curriculum vitae);
- deepen their knowledge of how to write a CV cover letter;
- increase their knowledge of MS Word, OpenOffice, LibreOffice, Pages, Google Docs, or equivalent; and
- develop a sense of professionalism when writing.

### Instructions

*Follow the steps below to create an assignment cover page, a professional looking résumé and cover letter.*

### Steps to follow

Step 1: Carefully study your class notes on how to write CV and cover letter.

Step 2: Using one of the CV formats given to you in class, or using another format of your choice, write, type and print a professional looking résumé.

For your high school completion date, write “*expected June 2018*”.

Ask your parents or guardians to help you find information to include in your CV. If you don’t have enough concrete facts to include, make up plausible data.

To type your CV, use MS Word, OpenOffice, LibreOffice, Pages, Google Docs, or another word processor of your choice.

Pay special attention to the layout, spelling, punctuation and grammar.

Step 3: Compose a CV cover letter and then type and print it. Personalize your letter as though you were applying for the following job.

- ♦ Company: *Kimberly’s Fine Hamburgers and Fries*
- ♦ Contact: *Mrs. Jane Doe, Store Manager*
- ♦ Address: *123 Pseudo Street, Montreal, QC, H1H 1H1*
- ♦ Company description: *Kimberly’s Fine Hamburgers and Fries opened its first restaurant in 1995 downtown Montreal. By June 2015, there were 225 restaurants operating throughout the Province of Quebec. These restaurants are known for their 100% beef burgers, fresh cut fries and fried strawberry turnovers.*
- ♦ Job title: *General restaurant helper*
- ♦ Starting salary: *Minimum wage*
- ♦ Job description: *This position requires that you work weekends and some evenings. You will be expected to perform some or all of the following tasks: cook hamburgers on the grill, operate the fryer, place condiments on the sandwiches, and prepare the desserts and other items on the menu. You will also be expected to clean the lobby, the washrooms, empty the garbage bins, and clean up the outside litter. Eventually, you may be asked to take orders using the point-of-sales terminal (cash register).*

Step 4: Type and print an assignment cover page similar to the one included in this package.

Step 5: Staple your work together in the same order listed in the “*What to hand in*” section below.

## What to hand in

The following items must be handed-in and stapled together in the same order in which they are listed below.

1. Your typed cover page;
2. The printed copy of your personalized cover letter; and
3. The printed copy of your résumé (CV).

## Resources

Refer to your class notes and handouts for information on how to write a curriculum vitae and cover letter. You may also refer to reliable on-line sources, encyclopaedias and books found at our school and city libraries.

## Assessment

The attached Rubric will be used to assess your assignment.

## Due date

The assignment is due on the date indicated below. As stated in the course outline, there will be a 10% penalty for every day it is late. The assignment will not be accepted after 3 days of the due date (weekends will count for 1 day).

Due: \_\_\_\_\_



Personal Orientation Project  
POP304-01

**Cover page  
example**

## **Assignment #1.4: CV and Cover Letter**



← Be sure to download a high-resolution JRHS logo from Mr. Mansour's class website <http://mansour.lbpsb.qc.ca>.

By : John Doe  
For : Mr. Mansour  
Due : Friday, September 15<sup>th</sup> 2017

John Rennie High School  
Pointe-Claire, QC  
Canada

**RUBRIC**

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Student name: \_\_\_\_\_ Group: \_\_\_\_\_

CATEGORY	LEVEL 1 (Few)	LEVEL 2 (Some)	LEVEL 3 (Most)	LEVEL 4 (All)	LEVEL 5 (Exceeds)	SCORE
<b>Cover page, staple, presentation</b>	The cover page is well typed with few discrepancies relative to the sample provided, the format has few flaws, and the presentation lacks in neatness. 0-1	The cover page is well typed with some discrepancies relative to the sample provided, the format has some flaws, and the presentation is somewhat neat. 2	The cover page is mostly well typed, the format is mostly correct and presentation is mostly neat. 3	The cover page is well typed, the format is correct and presentation is neat. 4	The cover page is well typed, the format is correct and presentation is exceptionally neat. 5	
<b>Cover Letter</b>	The letter is typed, not very personalized, has few errors, few required elements omissions, and/or few formatting errors. 0-3	The letter is typed, is somewhat personalized, has some errors, some required elements omissions, and/or some formatting errors. 4-5	The letter is mostly personalized, well typed with minimal errors, minimal required elements omissions, and/or minimal formatting errors. 6-7	The letter is well personalized, correctly typed, has no errors, is not missing any of the required elements, and there are no formatting errors. 8-9	The letter is correctly personalized, typed, has no errors, is not missing any of the required elements, and there are no formatting errors. The work also exceeds expectations. 10	
<b>Résumé (CV)</b>	The CV is typed, has few errors, few required elements omissions, and/or few formatting errors. 0-3	The CV is typed, has some errors, some required elements omissions, and/or some formatting errors. 4-5	The CV is mostly well typed with minimal errors, minimal required elements omissions, and/or minimal formatting errors. 6-7	The CV is correctly typed, has no errors, is not missing any of the required elements, and there are no formatting errors. 8-9	The CV is correctly typed, has no errors, is not missing any of the required elements, and there are no formatting errors. The work also exceeds expectations. 10	
<b>TOTAL / 25</b>						
<b>GRADE</b>						<b>%</b>