Writing Assignment 4: Job Advertisement, Cover Letter and Resume

Due (first draft): Week 6 Friday

Setup:

- Back up the work that you've done so far by going to `menu` and download `source`.
- Using the "folder" icon, create a new folder called `assignment4` in the same project `MATH 2794W PROJECT Your Name` (where you've kept all the files from your LaTeX assignments).

Part 1/3: Find a job you are interested in

(Task a) Take out a pen and a sheet of paper. Jot down careers or fields of study that you may like to pursue 3 years from now. Where would you like to live?

(Task b) Search for and choose a specific advertisement for a internship or a job that you either qualify for or plan to be qualified for within the next 3 years. It does not need to be a math-specific position, but you should be able to articulate why your math experience would be beneficial for this position. This could be an internship or a permanent position.

(Task c) Save the advertisement as a PDF file `job4.pdf` (for example, by "print to PDF" or by taking a screenshot of the advertisement), and upload `job4.pdf` to your `assignment4` folder. You can also give me a physical paper copy of the job description.

Part 2/3: Write a cover letter for the position you've picked

(Step A) Go to Purdue OWL Cover Letters Part 1 Workshop and career.uconn.edu/coverletters for resources (including samples) for writing cover letters. You can also look up other resources.

(Step B) Before you write your cover letter in LaTeX, write down (either on paper or using a text editor) a cover letter addressing the hiring committee/ manager for the position you've chosen.

(Step C) You can use a very simple and plain template from

egunawan.github.io/writing/hw/04/letter4template.tex (see letter4template.pdf)

or browse more complicated cover letter templates from sharelatex.com/templates/cover-letters, overleaf.com/gallery/tagged/cover-letter or elsewhere.

(Step D) Write your cover letter using this template in a main file called `letter4.tex`, saved in your `assignment4` folder.

(Step E) Highly recommended but optional: meet with a UConn Career Services[1] consultant to discuss your cover letter. Bring the job advertisement.

Tailor your cover letter to this specific job advertisement. Your cover letter should include specific examples of your skills and why they will be valuable to the hiring company — this should not be a restatement of your resume; they should complement one another. The purpose of a cover letter is to:

- Clearly *route* your resume to the right contact person for the job opening.
- Show how your skills/experiences *match* the job description.
- Show you can communicate *professionally* in writing.
- Reflect your *positive* attitude, personality, motivation, and enthusiasm.

Some helpful hints:

The final submission of your cover letter should be good enough to submit to your dream job. Take this seriously—it is not just worth points, it is worth your future! Please keep in mind the feedback you receive from your peers, myself, and UConn Career Serviceson your first draft. A cover letter should

- have appropriate font and structure choices
- have precise language throughout (try not to be general and vague)
- have clear writing and be free of grammatical and spelling errors
- have a professional tone
- identify your strengths and tailor them to the job announcement and the company's mission/goals
- be **1 page** in length (people with years of experience sometimes have longer cover letters)

---

[1] Make an appointment here: career.uconn.edu/schedule-an-appointment/

Part 3/3: Writing a resume tailored to the position you've picked

(Task 1) Before you write your resume in LaTeX, write down (either on paper or using a text editor) your education background, (paid and unpaid) professional experiences, extracurricular activities, and skills that you think are most relevant to the job advertisement you've chosen. See Purdue OWL Resume Workshop for some resources (including samples).

(Task 2) For a very simple template, see

https://www.jedberg.net/Jeremy_Edberg_Resume_Summary.tex and
https://www.jedberg.net/Jeremy_Edberg_Resume_Summary.pdf.

You can also browse overleaf.com/gallery/tagged/cv or a search engine to look for a more complicated resume/CV LaTeX template that you'd like to modify.

(Task 3) Write your resume/CV using this template in a main file called `resume4.tex`, saved in your `assignment4` folder.

(Task 4) Highly recommended but optional: meet with a UConn Career Services[2] consultant for a resume critique and career coaching. Bring the job advertisement, and ask about doing a practice interview.

Your resume should include your work and academic experiences where appropriate. Be sure to tailor your resume to job advertisement of the position you've picked.

Some helpful hints:

The final draft of your resume should be good enough to submit to your dream job. Take this seriously—it is not just worth points, it is worth your future! Please keep in mind the feedback you receive from your peers, myself, and UConn Career Services on your first draft. Your resume should:

- be attractive and convey its purpose
- have precise language throughout (try not to be general and vague)
- have a professional tone
- identify your strengths and include education, skills, and leadership experiences from current and past experiences
- have clear writing and be free of grammatical and spelling errors
- have appropriate font and structure choices
- be **1 page** in length unless you have a good reason to fill a second page

---

[2] Make an appointment here: career.uconn.edu/schedule-an-appointment/