This is the final module! Great job in completing the course thus far!

For a lucky few, jobs are waiting when school is finished. But for the rest of us, getting a job means applications, resumes, and interviews. I want to be sure that you are prepared for the process when it arrives.

Please be sure to read carefully this week (module) as there is plenty of great information on how to conduct yourself in an interview, how best to fill out an application and resume skills.

Your final assignment will take some time to work on so be sure to give yourself ample time to complete it. You will create an online resume/CV. CV stands for curriculum vitae. You can use the words alternatively. You will be graded on the quality AND quantity of your resume (did you do the bare minimum or did you fill in all the sections your could and add as much content as possible?). I will grade the Cover Letter based on how well you utilized the tips from the reading. You can make up a company/organization or use one you would like to apply to in the future.

o For this week’s assignment you will be creating your Resume or CV as well as a Cover Letter. This will take some time but is well worth it. Click on the link to[www.visualcv.com](http://www.visualcv.com) or copy and paste it in a new window. You will need to create a username and password. Virtual CV allows you to create your CV/resume in both an online or pdf format. You can customize the look and style of your CV/resume. Then create a Cover Letter using the inforamtion you learned this week in your reading assignment. Once you have completed your CV , save it in a .pdf format and attach it via digital dropbox. If you do your Cover Letter in the CV program go ahead and save it as a .pdf. If you create it seperately you can save it in any other word processing format you typically use (such as Microsoft Word etc). I look forward to reading your creations!