History 397: Seminar in Comparative History, Spring 2022
Professor Jonathan Skaff

Resume, Cover Letter and Interview Assignment

Due: Wednesday, February 23
Hard copies in class (see detail below)
Electronic Copies of final resume and cover letter submitted to the D2L Dropbox in doc, docx, or rtf file format.
Length: 1 page each, single-spaced

Topic: For most of you, this is your final semester at Shippensburg University. A key goal in this course is to prepare you to effectively search for jobs suited to your career aspirations. To meet that goal, you will need to complete the following assignment:

1. Use Ship Career Connection, Idealist.org, USAJobs or another *legitimate* job search website to identify an entry-level position or paid internship to which you would like to apply. Print a copy of the position advertisement.
2. Develop a draft resume and cover letter tailored to the position in the advertisement.
3. Before February 23, meet with a representative of the Career, Mentoring, and Professional Development Center (CMPDC) to receive feedback on your draft resume and cover letter.
   - To schedule an appointment, call the office at (717) 477-1484 or drop by CUB 108;
   - Or drop-in during Express Hours (M: 2-6 pm or Tu-Th: 2-4 pm) in CUB 108 or virtually on Zoom: CareerExpressHours
4. Submit hard copies of the following held together with a paperclip on February 23:
   - Job ad of the position to which you are applying.
   - Final resume & draft resume with CMPDC comments and corrections.
   - Final cover letter & draft cover letter with CMPDC comments and corrections.
   - Grading sheet on the reverse attached.
5. Complete a mock interview and request feedback. Include my email jkskaf@ship.edu in "Other Recipients." See full instructions on the next page.

In order to receive credit for the assignment, you must complete all steps in this career development process, including CMPDC feedback on resume, cover letter, and mock interview.

Evaluation of Resume and Cover Letter: 80% of the grade will be based on content. Grades of A will be awarded to resumes and cover letters that have a professional appearance and persuasively convey your qualifications for the job or paid internship being advertised.

The other 20% will be based upon grammar and word usage (5%), spelling, capitalization and punctuation (5%), organization (5%), and readability (5%).

SHIP Career Connection – Mock Interview Module
Directions for History Class

- Open using Google Chrome's Web or Firefox's Browser
- Go to www.ship.edu/career
- Click "Students" under "SHIP Career Connection"
- Login through your SHIP portal
  (NOTE: you will have to complete your profile first, in order to access the other resources in SHIP Career Connection)
- Point to "Resources" tab
- Click "Mock Interviews"
- Type in keywords to search for an interview (History), or scroll through all interviews to select interview of your choice (i.e. History – Government, History - Graduate School Academic, History - Graduate School Law, History - Graduate School Public, History - Other/Business, General, History - Other/Non Profit, History - Public Archives, History - Public Museum)
- Click "Apply Search" button
- Select the interview you wish to complete
- Click "Record New Attempt" and begin steps to start mock interview

To get feedback on the mock interview (once completed):
- Click on "Request Feedback"
- Select "Career Center" from the "From Staff:" drop down menu
- Enter the Professor's email jkskaf@ship.edu in the box marked "Other Recipients"
- Click "Submit"

NOTE: if you set a passcode for your mock interview, you will need to provide that information, or the reviewer will not be able to access your recorded mock interview.

If you have questions about how to use the Mock Interview Module, please contact Career, Mentoring, and Professional Development Center: career@ship.edu, (717) 477- 1484.

Grading sheet (attach to paper)

Name: _____

I. Content (80%)

Resume appearance:	___Excellent ___Good ___Fair ___Poor
Resume content:	___Excellent ___Good ___Fair ___Poor
Cover letter appearance:	___Excellent ___Good ___Fair ___Poor
Cover letter content:	___Excellent ___Good ___Fair ___Poor
Mock interview	___Pass ___Fail

A=72-80, B=64-71, C=56-63, D=48-55, F=47 or lower _____

II. Writing mechanics (20%)
A=4, B=3.5, C=3, D=2.5, F=2 or lower

Grammar and word usage (5%) _____

Spelling, capitalization, and punctuation (5%) _____

Organization (5%) _____

Readability (5%) _____

Total _____

Correction Symbols Used in Grading Paper
agr — wrong agreement (noun-verb or noun-noun)
awk — awkward sentence
cit — citation needed
frag — sentence fragment (usually a sentence that lacks a verb)
org — organization problems
redun — redundant (using different words to say the same thing more than once)
rep — repetitious use of the same word
run-on — run-on sentence
sp — wrong spelling
trans — poor transition (between sentences or paragraphs)
tn — wrong verb tense
unc — unclear phrase, sentence, or paragraph
wf — wrong grammatical form of word
ww — wrong word usage
¶ — new paragraph needed