

ASSIGNMENT 1

COVER LETTER AND RESUME



Your resume and cover letter is often the first impression a potential employer has of you. For this reason, it is often referred to as one of the most crucial steps taken during a job search. This assignment ensures that you have the necessary tools in place when you look for a job.

Resources:

[RESUMES AND COVER LETTER TEMPLATE](https://templates.office.com/en-us/Resumes-and-Cover-Letters)

<https://templates.office.com/en-us/Resumes-and-Cover-Letters>



HOW TO SUBMIT YOUR RESUME AND COVER LETTER

- 1) Please merge your cover letter and resume into one file. You can do this by highlighting the two files and right click. Choose the “compress” or “zip” option. This will create a zip file.
- 2) Go to <https://www.myeducation.gov.bc.ca/aspen/logon.do>
- 3) Log in to your account. You should have received the login information from your counselor during the course selection presentation. If you forgot your password, please click on “I forgot my password” at the login screen and follow the instructions on how to reset your password.
- 4) Scroll down to the middle of the screen, and you will see a “To-Do” list.

To Do		
<input checked="" type="checkbox"/> Overdue Online Assignments <input checked="" type="checkbox"/> Today <input checked="" type="checkbox"/> Tomorrow		
Course	Assignment	Category
MGT----	Cover Letter and Resume ↑	EOL
MGT----	30 Hours Work Experience / Volunteer Reflection ↑	EOL
MGT----	Core Competency Reflection ↑	EOL
MGT----	Video Presentation ↑	EOL

Assignment 1: **Due Feb 22nd**

- 5) Click on the assignment “Cover letter and Resume”
- 6) Click “submit a file”

Category > Description	Evidence Of Learning	Statistics
Assignment name	Cover Letter and Resume	High
Date assigned	1/23/2019	Low
Date due	1/23/2019	Median
Score	Ungraded	Average
Description		
Remark		
Resources Provided by the Teacher		Resources Submitted by the Student
		<input type="button" value="Submit a File"/>
<input type="button" value="Cancel"/>		

- 7) Choose your file and make sure you hit “Upload”
- 8) Congratulations! you are done the first assignment