Project Title: Resume + Cover Letter Starter Pack

Project Category: Independent Professional Growth

Objective: Create or refine your professional resume and draft a basic, customizable cover letter. This project prepares you for future job applications, internships, and networking opportunities by helping you confidently share your experiences and strengths.

Step-by-Step Instructions:

Step 1: Gather Your Information - List all your relevant experiences: - Work Study jobs, volunteer work, summer programs - School activities or leadership roles - Honors, certifications, or skills (language, software, etc.) - Write down the details: where you worked, what you did, and when.

Step 2: Create Your Resume - Use a clean, professional template (Google Docs or Canva recommended). - Standard sections to include: 1. **Header** – Name, phone number, email, LinkedIn (if you have one) 2. **Education** – School name, expected graduation date 3. **Experience** – Job/role title, location, dates, and 2–4 bullet points describing responsibilities 4. **Skills** – List technical, language, or soft skills 5. **Optional** – Certifications, volunteer work, or awards

Resume Tips: - Use strong action verbs (e.g., organized, assisted, created) - Keep to one page - Use consistent formatting (bold job titles, align dates, etc.)

Step 3: Draft a Basic Cover Letter - Structure: 1. **Greeting** – Address the letter to a specific person if possible 2. **Introduction** – State the job you're applying for and a hook 3. **Body Paragraph** – Highlight 1–2 relevant experiences or skills 4. **Closing** – Express interest and thank the reader - Keep it to 3–4 short paragraphs, about half a page

Step 4: Review and Revise - Ask a teacher, mentor, or supervisor to review both documents - Check for spelling, grammar, and formatting - Save both as editable Google Docs and as PDFs

Step 5: Upload and Store - Save your resume and cover letter to a personal Google Drive folder or email it to yourself - Label the files clearly: "FirstName_LastName_Resume" and "Cover_Letter_Template"

Deliverables: - Final Resume (PDF + Google Doc) - Cover Letter Template - Optional: Reflection on what you learned while building your application

Estimated Timeline: 1–2 weeks

Skills Practiced: - Professional writing - Organization and formatting - Self-promotion and reflection - Attention to detail