

AVM 402 – Aviation Industry Career Development
Spring 2012, MCAS – Cherry Point, NC
Southern Illinois University Carbondale

Assignment # 4 - Aviation Industry-Related Resume and Cover Letter
Due February 4, 2012 - Total Possible Points: 50

The result of this assignment will be an aviation industry resume and cover letter, each one prepared according to the textbook's instructions. A chronological resume should be prepared, and expert proofreading will be essential.

The resume and cover letter should focus on each topic listed below. Additionally, students should note the maximum point total for each area of the assignment.

1. Objective statement - be clear regarding your employment desires and goals. Points: 10.
2. Work experience - be sure to use common action-statements and stress accomplishments when writing the resume and cover letter. Consult the textbook. Points: 10.
3. Emphasize strengths and avoid modesty. Use key words that resume and cover letter scanners will identify. Points: 10.
4. Limit each job description on the resume to four lines and limit resume length to two pages. Points: 10.
5. Proper document format - pay extremely close attention to spelling, sentence structure, grammar, and punctuation. Points: 10.