

Job Applications

Cover Letters and Resumes

Curriculum Vitae (CVs)

- A short (one to two page) summary of your skills and experience
 - Should include:
 1. Full name / address / email / website
 2. Education
 1. Institution, date of graduation / degree (GPA and/or class ranking if good!)
 2. If only BS, then high school info is optional
 3. Work Experience
 1. Job name / location, employment dates
 2. Short (two sentence) description of duties
- 1. Skills and Knowledge
 1. Computer languages / packages, technical skills, etc...

Cover Letters

- **Opening paragraph**

- State for which job you're applying, and where you saw the ad. Describe your interest and enthusiasm for the job. If you have any particular connections to the company, you may want to mention them up front.
- Make it a captivating read!

- **Middle paragraph (or two)**

- Clearly connect your past to the job opening. Talk about how your past experiences gave you the necessary skills and knowledge for this particular job. Focus on what you can bring to the company, not what the job will do for you.

- **Closing paragraph**

- Thank the person you're writing for their time / attention.
- Reiterate your enthusiasm for joining the company.
- Express your eagerness to meet in person to discuss the opportunity.

Apply for one of these jobs!

- Intern (Education Programs), American Institute of Physics
 - <https://jobs.aapt.org/jobs/11452147/intern-education-programs>
- SpaceX Internship / Co-Op Spring 2019
 - https://boards.greenhouse.io/spacex/jobs/4070168002?gh_jid=4070168002
- High School Physics Teacher, Green Dot Schools
 - <https://www.edjoin.org/Home/JobPosting/995217>

For October 15th: Submit a resume and cover letter as if you were applying for one of the above jobs. Pay close attention to the description and desired qualities, and tailor your letter to highlight your qualities and experience that match those listed.