

Homework Assignment #12, Resumes and Statements of Purpose/Cover Letters

This assignment will give you practice in creating professional resumes and writing statements of purpose suitable for internship or graduate-school applications. If you are not planning to attend graduate school, you may substitute a cover letter suitable for a job application for the statement of purpose.

The assignment consists of three parts:

1. Create a one-page **resume** that highlights your education and professional experience.
2. Find the statement-of-purpose instructions for graduate admission to a department that you are considering. For example, see the [instructions for UC Berkeley](#). Cut and paste the instructions into your preferred word processor.
3. In the same file, start a new page and write your statement of purpose. Follow the structure and use the same words that are given in the instructions for section headings. Start with an engaging lede and emphasize why you are particularly well suited to succeed in that department. Describe experiences that have shaped your interest in physics and that have prepared you for research. Tune your statement to the research emphases, faculty, and special facilities offered by that department. Unless the instructions give you a specific length limit, restrict your statement to no more than 1.5 pages, single-spaced, 12-pt font.
- 2.a Instead of a statement of purpose, you may submit a cover letter. Go to a job search website and enter <physics bachelor's> in the search field. Select a relevant job and cut and paste the “Job Description and Responsibilities” into your preferred word processor.
- 3.a In the same file, start a new page and write a cover letter applying for the position. Tune your letter to the specific job duties and emphasize your special qualifications for the job. Limit your letter to one page. Be sure to include all [elements of a standard business letter](#). Note that you *may not* use University of Illinois letterhead for your private business. A major business *faux pas* is to use your existing employer’s letterhead to apply for a new job. Make up your own letterhead by centering your name and contact information at the top of the page in a font different from the body of your letter.

Submit the three parts of the assignment, in a single file, by the deadline. Tempting as it may be, **do not** submit an existing resume that you’ve written for another class or application. Doing so is academic misconduct.

Due: **Friday, November 22, 9:00 p.m.** Combine your documents into a single file and upload to my.physics. Assignments submitted after the deadline will have points deducted and will be ineligible for rewrite points.

Total—150 points (40 points for your resume and 110 points for your statement of purpose or cover letter)