

Composition Project: Writing a Resume, List of References, and Job-Application Letter

By David Bruce, Ohio University

Table of Contents

Introduction	2
What Do I Have to Do for the Resume, References and Job-Application Letter Assignment?	3
Overview of Resumes and Letters of Job Application: Reader Analysis	8
How Do I Write a Resume and a List of References?	10
Worksheet: Show that You are Skilled	20
How Do I Write a Job-Application Letter?	21
Resume Checklist	28
Job-Application Checklist	30
More Advice	32
What Do I Have to Do for the Peer Review?	33
Resume and References Peer Review Sheet	37
Job-Application Letter Peer Review Sheet	39
Peer Review Sheet	41
The Most Important Things I Have Learned from Writing the Resume, List of References, and Job-Application Letter	42
Ethics	44
Sample Resumes, Lists of References, and Job-Application Letters	45
Appendix: Works by David Bruce	64