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RESUME ASSIGNMENT

Due date: ASAP

Please prepare and e-mail me a one-page resume detailing your educational, employment and musical experience. The resume templates on my www.DrCalle.com website will provide you a format and ideas for creating a professional resume.

Similarly, prepare a one-page cover letter introducing yourself and expressing your interest in participating in the internship program. The letter should be one page.

If you do not know how to write a resume, please use the Microsoft Word resume templates. They can be found on my website or on the Microsoft Office extras disc.

You may begin applying for an internship from the list after I check your resumes. The rest of the material is available at the website and, in the case of the Co-Op workbook, at the MDC Kendall bookstore.

Thanks,
Professor Calle