

Photo Arts 2 Winter Quarter 2010.2

Instructor: Joe Ziolkowski “ Joe Z. “ 20101214

Assignment #7: “Cover Letter - Resume” (Subject to Change)

READ ALL BELOW INFORMATION CAREFULLY BEFORE DOING ASSIGNMENT!

Due: Draft: Cover Letter & Resume, Thursday, January 20, 2011, Crit #6.
Final: Cover Letter & Resume, Thursday, January 27, 2011, Crit #7.

Guest Lecture:

January 13, 2011- Thursday, during Crit 5
Guest Lecture: Lisa Vasaturo, (lvasaturo@rit.edu)
Program Coordinator / Career Fair Co-Coordinator
Office of Cooperative Education and Career Services
Discuss Options for employment: Resume, Cover letter, Internships

Objective:

Draft a cover letter and a separate resume of at least one page to be used to apply for the below fictitious photography related position listed in The New York Times.

Wanted: Photographer: experienced photographer to do general photographic requirements for a small independent firm. Digital workflow and Studio Experience a Plus. Salary and benefits based on qualifications.

Send cover and supportive materials via email to:

Human Resource
Ace One Productions
1600 Pennsylvania Avenue
Normal, IL 60618
HR123@AceOneProductions.com

Procedure:

Both cover letter and resume must be typed out using a computer and printed on a white paper stock.

I ask that you use InDesign, Microsoft Word or QuarkXpress applications for Mac platform. Save the documents in the native format, but also save it as a .pdf document.

The cover letter should be a general statement listing your skills.

The resume must contain the following items.

1. Education.
2. Work related experiences.
3. Gallery related shows or experiences.
4. Special interest or skills.
5. References.

This might change after our visit with Lisa Vasaturo.

Submit:

Completed assignment (in your sturdy small portfolio with clear identification).

- 2 final hard copy outputs of the cover letter and resume on good paper stock.
- An Assessment Sheet for the assignment.
- Make sure you save the native documents and the .pdf documents to be put on Assignment #10. LastName.First.PA2.5or6.7a.pdf, LastName.First.PA2.5or6.7b.pdf, LastName.First.PA2.5or6.7c.pdf, etc.

Extra Note:

I am requiring all of you to contact Lisa Vasaturo at The Office of Cooperative Education and Career Services, 475-2301/5460 to help you with this assignment.