**Practical Nursing Certificate Program**

**PRN 0205 Medical-Surgical Nursing II**

**Grade Guidelines for Employability Assignment**

**Resume and Cover Letter**

**REMINDER: Check course syllabus for guidelines for title page, reference page, and APA format.**

1. Select an LPN position opening from a current advertisement in a newspaper, nursing journal, internet, or health care facility website. **3**
2. Copy or print the advertisement and submit the position advertised with the written assignment. **2**
3. Title page and Reference page in APA format (per college policy in syllabus) **5**
4. Complete a resume with a professional appearance that is grammatically correct, accurate, and lists the following information: contact information, employment history, education, professional organization memberships, certifications and any skills or awards.
5. Write a cover letter specific to the LPN position being applied for in the advertisement. Include in the letter some aspect of the company (found during your research of the company on-line or in the advertisement for the position) that you embrace or admire. Include what makes you the perfect candidate for the position. Discuss how you meet the criteria the company is looking for in this position and why you should be hired. Sell you skills. The letter should be professional and grammatically correct.
6. If you are looking for examples, look on the internet or any professional resume writing source. Also Student Development will review your work if desired.