
ASSIGNMENT 2: WRITING A CV AND A COVER LETTER

Wednesday, March 22nd, 23.00 WITA

Guidelines

1. This assignment must be submitted no later than one day before the 4th meeting. Some of you will be asked to present your CV and cover letter (for 3-4 minutes) during the 3rd meeting, so everyone should be ready for presentation.
2. Your CV must be in one page, and make it as interesting as possible.
3. Your cover letter must be handwritten in one page of double folio size paper.
4. You are allowed to use a dictionary (or an online dictionary), and you are welcome to ask me if you have any questions.
5. Submit your assignment in a **single pdf file** with the naming “Ass-2_two-last-digits-of-your-NIM_-your-nickname” (example: Ass-2_15_Putri).

I hereby certify that I am ready to accept all the consequences if any fraud is found in carrying out this assignment.

Problems

1. Write a CV and a cover letter to apply for *your dream job* (that you did in the Assignment 1).