

English 12/English 1530

Research Paper, Resume, and Cover Letter

Name \_\_\_\_\_

Due Date for Research Paper \_\_\_\_\_

Due Date for Resume and Cover Letter \_\_\_\_\_

Research Paper

For this paper, you must write a comparison and contrast paper on one of the following topics:

- 1) Two colleges you are considering
- 2) Two career paths you are considering

Even if you are pretty sure about the college you are attending or the career path you are pursuing, you must still compare and contrast two different colleges or careers. Odds are good that you may change your major.

If you choose option #1, you must include the following information for both colleges:

- 1) Size
- 2) Type
- 3) Location
- 4) Distance from home
- 5) Cost/scholarships & financial aid
- 6) Majors and requirements
- 7) Athletics and events
- 8) Activities and special programs
- 9) Success rate on finding employment

If you choose option #2, you must include the following information for both careers:

- 1) One significant point concerning the career
- 2) Key points regarding the nature of this type of work
- 3) Education or training required
- 4) Setting for finding employment
- 5) Outlook for the career
- 6) Median hourly wage/Yearly salary
- 7) Duties
- 8) Solitary or group work

All of the above information needs to be researched from reliable sources. Try to avoid .com websites, but rather search .orgs or .edus. We also subscribe to careercruising.com. This source may be all you need besides the actual college websites. Please make use of the JCC databases for which you all have access.

Once you have found your sources, you must create a bibliographical citation for each source you plan to use in your paper. You will be using noodletools.com. We will have a lesson on this, and I highly encourage you to use it because it will make your life easier.

Remember that a research paper must include either parenthetical citations or in-text citations. If you have not done this or have done this incorrectly, your grade will suffer. Please check the rubric frequently to make sure you leave nothing out of your paper.

This paper will have a lot of your own original thinking in it with information to back up the points you are making. **If you include any plagiarized material, you will receive a zero for the entire project;** therefore, be sure to know how to cite!

### Resume and Cover Letter

For your resume and cover letter, you will be using the careercruising.com website or you can use Google templates. They have a lot of resumes that have matching cover letters. You need to know your work history. Don't just wing it! People will check and you may not get hired if it looks like you are stretching the truth on your resume. We will look at sample cover letters and you must model yours after one you have seen. Both your resume and cover letter may come in handy in the near future. This is important, so please put forth your best effort. You will be revising this until it is perfect!

If you do not understand something, please ask. You need to know how to write a research paper correctly before you enter college. Your professors will assume that you know and not teach you how to do it. Now is the time to really learn it and to let it become second nature to you.