Name: _____Date: _____

Communication and Employability Skills

Being able to communicate and present yourself as a professional is critical in today's job market. Email addresses and resumes can speak volumes about a person but not always in a positive manner. For this assignment you are to complete the following tasks:

Task #1

1. Create an email address that incudes your name (no nicknames i.e. awesomeselfieguy@you.com)
    a. You may include numbers, periods or underscores if needed
    b. You can use any web-based email service provider (Google, Yahoo, ICloud, etc.)
2. Send your instructor a professional email introducing yourself
    a. Include a little about yourself, career goals, contact information and a closing

Task #2

1. Create a professional resume
    a. You can use any resume template of your choice
2. Email your resume to your instructor
    a. Include a cover letter in the body of your email
    b. Attached your resume to the email

Your instructor will email you back confirming the receipt of your email. Critiques of the emails and resumes will be discussed in class.