

**LAB PROJECT 1000-07**

**Resume, Vitae & Cover letters**

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

The purpose of Lab Project 1000-07 is to have available a current resume, vitae and cover letters.

You may use either your own computer at home or at work, or you may have to visit a computer station at one of the local libraries. If you are not sure how to start word processor, ask at the Macomb CC Learning Center in J-Building on South Campus or C-Building on Center Campus.

**If you use a computer at the library, you must bring a formatted disk for drive A:**

Open up a word processor.

Use the information obtained in the class room lecture and brainstorming session to complete a short resume.

Use the information obtained in the class room lecture and brainstorming session to complete a detailed vitae.

Use the information obtained in the class room lecture and brainstorming session to complete a letter of introduction, based on an ad in the newspaper.

Use the information obtained in the class room lecture and brainstorming session to complete a letter of introduction, based on a chance meeting at a gathering.

Make certain that all work is properly saved on disk and backed up on a second disk.

Print your documents and bring to the next class session.