



APPLICATION LETTER AND RESUME CREATION

APPLICATION LETTER

- also known as a **cover letter**.
- it is a job **application** document sent with your resume to provide additional information on your skills and experience. T
- is an opportunity to highlight your most relevant qualifications and experiences, enhancing your resume, and increasing your chances of being called for an interview.

RESUME

- is a document used by job seekers to help provide a summary of their skills, abilities and accomplishments.
- is typically a short and quick way for a job seeker to introduce themselves to a potential employer.



APPLICATION AND RESUME CREATION ACTIVITY