Technical Writing/Crenshaw/Cover Letter/Resume Assignment

Due Wednesday, November 9: 1. Job Advertisement 2. Information to create or revise a resume & cover letter

Due Monday, November 14: 1. Job Advertisement 2. Cover Letter 3. Resume (for peer review)

PRINT OUT to Bring to conference: Job Advertisement 2. Cover Letter 3. Resume (for grading)

Don't forget that on Wednesday, you will be working on your cover letter and resume. So, make sure to review resume materials and document design principles. Also, bring information necessary to construct a resume. If you have an old resume on file, bring either the paper copy or bring the file to class. Consider the following:

- Do you have an old resume to bring?
- Do you have an objective in mind? What job do you want? Your content should be skewed toward the particular job you want. If you have none in mind, then use the objective—Entry level position as a technical writer. Then, include information that would help you get that job.
- Do you know the dates and addresses of the places you have worked?
- Do you have a list of honors and organizations you are a part of?
- Should you include a "related course work" section? If so, look at your transcript (or your list of required courses) to remind yourself of relevant courses. Do you know your GPA? (Only include a GPA if it is high, usually 3.5 on a 4.0 scale or higher is terrific.)
- Do you need to include a list of skills? What computer programs have you used? Do you need to look up the names at your workplace?
- What projects have you worked on that might pertain?
- Have you gone to any other schools and have any other degrees?
- Do you want to include references? You can also leave this section out. If you think you might want to include the references to take up space, then bring the names and addresses with you. NEVER INCLUDE A REFERENCE WHO YOU HAVE NOT ASKED FIRST
- Especially look at example resumes for your field to emulate

Grading Criteria:

*As I grade, I will ask whether or not the **resume** includes the following:*

Appropriate resume elements

Clear and specific content

Professional appearance (generous margins, clear type, balanced appearance, clear organization, follows basic design principles of contrast, alignment, proximity, repetition)

Error free

Clearly stated objective or well-summarized credentials

Other appropriate sections have been included such as computer skills, military service, language skills, honors

Concise, active voice writing

*As I grade, I will ask whether or not the **job-application letter** does the following:*

Looks professional—correct business style

Introductory paragraph identifies the source of the information, the position you are applying for, states that you wish to be considered, and forecasts the rest of the letter

Education paragraph responds to reader's needs with a unified idea introduced by a topic sentence. You should have ONE SPECIFIC EXAMPLE.

Employment paragraph does the same. Again, you need ONE SPECIFIC EXAMPLE.

Concluding paragraph includes a reference to the resume, a request for an interview, your phone number, and your email address

Letter includes an enclosed notation (because you will be including your resume)