Project #3: Job Application Packet

For this project, you will compose three related documents that job applicants often use when applying for a position: A resume, letter of application, and a transmittal (a brief email that accompanies and introduces the resume and letter). The goal of the documents is to make a case for your suitability for the job and to convince your reader to contact you for an interview.

Purpose of This Assignment
- To become familiar with North American application letter and resume writing conventions
- To prepare a set of working documents that you can continue to modify and update for use in your internship and job application processes
- To learn and practice methods for effectively tailoring your information for a particular audience.

Audience and Instructions
Your audience for this application is the contact named in your internship or job, usually someone in HR or the head of the department you're applying to. Think of the three pieces as simultaneously supporting one another **and** as standing alone, since you don't know which will be read first: The person vetting applications may not read the transmittal (that may just be read by an administrative assistant) or that person might read everything. Similarly, you don't know whether the reviewer will read your letter or your resume first. *Everything* in the packet needs to make a strong first impression.

Letter of Application: In no more than a page, you must identify yourself as a candidate for the internship or job, show why you're a good fit for the job, and convey a bit of your personality. Many employers say that the job application letter is just as or more important than the resume, primarily because the letter serves as a personal introduction. Identify your qualifications and your reasons for applying as well as specific qualities, skills, and/or experiences you can bring to the firm. This document should address the following employer questions that cannot be answered in a resume:
- Why do you want to work for the specific company you are applying to?
- How will you contribute to the company's success?
- Will you work well with other employees and business clients?
- How have your past experiences prepared you for this position?

Keep advice about writing with "you attitude" in mind while composing your letter.

Be sure to include:
- Your mailing address (if using letterhead, this may already be included; see sample letters)
- Date
- The name and address of the person you are contacting
- Salutation (always, always, include an actual person's name here; you may have to do some searching to find the person's name, but avoid addressing "to whom it may concern" or "dear application committee")
- An offer to provide additional information and expression of interest in hearing from the person or group.
- A signature
- A reference to your enclosures (resume, any other materials the job posting asked for)
- Your telephone and email address (there are several places this can show up—we'll talk about these)

In regards to formatting, **use block formatting** as modeled in the sample letters

Resume: A resume accompanies your cover letter and the two documents should reflect and reinforce each other. A well-crafted resume should be just as reader-centered as the letter. Your resume should look

professional, deliver information clearly and concisely, and focus on information relevant to the job or internship you are applying for—this is especially true of the "objective" statement provided near the top of your resume, and which should be clearly related to the job you are applying to.

- Reference the supplemental handouts with the assignment and our course textbook for things to include in your resume. You have a lot of latitude in your design choices, but keep focused on the goal of creating a reader-centered document that represents you as a professional.
- **Tip:** You may see the name for this type of document written as *resume* or as *résumé*, though the former is becoming increasingly standard. In your application materials, spell the word however the job posting spells it.

Transmittal: While many positions still ask for printed applications delivered through the post, more and more are moving to electronic-only applications. Some workplaces will have online application forms in place, in which case you will submit your resume and letter via their webpage, but quite often your method of delivery is through email attachment. When submitting your application via email, remember that the email itself is part of the application—how you come across in it may very well already influence a potential employer's perceptions of you. As a document, the email should be short, polite, and to the point. Make it clear who the application is addressed to (especially if you are emailing an administrative assistant or a general office email address), what position you are applying for, and what materials you have attached. With that in mind, be sure to include in the body of the email:

- A salutation
- Your reason for emailing (mention the position, and if the position has a job posting number, reference it—not all postings will include this)
- List of the attachments
- Offer to provide additional information if needed
- Closing and an electronic signature

Due Dates
3/24   Draft of your Resume and some job and/or internship postings you are interested in
3/29   Rough Draft of your Resume, Cover Letter, and Transmittal for peer review (focusing on the text)
3/31   Revised Drafts of the Resume, Cover Letter, and Transmittal for second peer review (focusing on document design)
4/5   Final Draft due