

UNIT 1 ASSIGNMENT: JOB PACKET

For the resume/job packet assignment, you will put together documents used to apply for a job, drafting traditional and foundational documents based on actual job listings. This project has two parts: the documents created in the job application process (cover letters and resume) and a justification memo to me that describes how your documents met the needs of your audience.

Part I: Resume & Cover Letters

For Part I, write a resume and two cover letters. Adapt your cover letters to two specific job postings for an internship or summer job. Each of these documents should be 1-page in length, written and adapted to specific organizations and job or internship announcements.

Part II: Justification Memo

For Part II, write a cover memo to me that describes the ways in which you have specifically adapted your resume and letters to the organization and its job announcement. In the cover memo, you need to convince me that you did your research and know your audience and that your resume and cover letters meet their needs. To do so, talk specifically about your audiences and their needs and values. Give concrete examples, details, and exact quotes to describe their needs and how you met them. Reference the readings for class and use its vocabulary to describe your decision-making process. For example, if you used comic sans on pink paper, tell me why those choices are appropriate for your audience based on your research.

Outcomes and Evaluation

The purposes of this assignment are many:

- To analyze audience and purpose
- To create documents that meet the needs of an audience To organize and chunk information for readers
- To use headings and other devices to make content easily accessible

Submission

Submit a single PDF of all documents in the following order:

- Justification Memo
- Cover Letters
- Resume

If you do not know how to create a PDF from your word processing software, use your favorite search engine, such as Google or DuckDuckGo, to get instructions.