

Name: _____

Chapter 13 Writing Assignment

Use the guidelines on this sheet to write a well-organized resume and solicited cover letter for yourself. Use what we learned in class; **DON'T FOLLOW THE TEXT EXAMPLES.** Type your final version and submit it “employer ready.”

Resume

- Begin with your name, address, phone number and e-mail address.
- Do not include an objective.
- Put your strongest point first (i.e. Your education, your experience, or your skills).
- Use bullets, not paragraphs, to present your information.
- Make the points in each section of your resume parallel.
- Be specific about what you can DO. Give concrete information.
- Don't include high school in your education section.
- Emphasize your title or company, not the dates, under your experience section.
- Don't include references or the phrase “References available upon request.”
- Provide enough white space to make your resume inviting. Use an easily readable font.

Letter

Opening:

- State the position you are applying for and how you heard about the position.
- Mention one reason you are interested in and/or qualified for this position.

Body:

- Highlight two or three things you have to offer the employer. Be specific. You are using this to call attention to the things on your resume that particularly qualify you for this position. Remember **READER FOCUS**.

Closing:

- Refer the reader to your resume.
- Ask for an interview.
- Give contact information.

PROOFREAD your documents for grammar, spelling, vocabulary and syntax.

Name: _____

Cover Letter/Resume Critique

Writing Errors:

1. Fragment, comma splice, run on
2. Wordy or redundant
3. Passive voice
4. Syntax or vocabulary error
5. Spelling or typing error
6. Misplaced modifier
7. Subject/verb agreement or verb tense error
8. Pronoun/antecedent error
9. Parallelism error
10. Too many blank lines or spaces
11. Negative language

Resume:

20. Change the following in your heading information: _____
21. Do not include an objective.
22. Put your strongest point first (i.e. your education, your experience, or your skills).
23. Use bullets, not paragraphs, to present your information.
24. Make the points in each section of your resume parallel.
25. Be specific about what you can DO. Give details and examples.
26. Put college's name at left margin. Include GPA and major. Don't include high school.
27. Emphasize your title or company, not the dates. Move dates to right margin.
28. Don't include references or the phrase "References available upon request."
29. Correct the following font problems: _____

Letter:

30. Use correct modified block (personal business) style.
31. Write from a "you" view. What is the READER benefit?

Opening:

32. State the position you are applying for and how you heard about the position.
33. Mention one reason you are interested in and/or qualified for this position from a reader benefit point of view.

Body:

34. Highlight two or three things you have to offer the employer. Prove it. Be specific. Give details and examples.

Closing:

35. Refer the reader to your resume.
36. Ask for an interview.
37. Give contact information.

Cover Letter: _____/50 **Resume:** _____/50 **Total Points:** _____/100

Name: _____

Solicited Cover Letter

Here are some examples of opening, body, and closing paragraphs for a solicited cover letter. They are provided to give you ideas--not the exact wording--for your letter.

Opening Paragraph:

The opening paragraph should 1) mention the job title, 2) tell how you found out about the job, and 3) provide one reason why you should be considered for the position from a reader benefit point of view.

Your advertisement in the Orange County Register for an Accounting Clerk caught my attention because my accounting degree and three years' experience match your requirements. My qualifications also include the expertise in producing accounts receivable aging reports that you are seeking.

Your employee, Juan Avila, suggested that I apply for your Quality Control Manager position. Auditing quality control measures at ABC Company for five years has given me a background in the technical as well as personnel aspects of effective quality control.

Body Paragraphs:

The body paragraphs should expand on two or three other areas where your skills match what the company needs. Remember to write from a reader's perspective and to give details. Prove what you say with specific information and examples.

Your ad also mentioned experience in collecting past due accounts. At XYZ company I had an 85% success rate in collecting accounts that were over 90 days past due. At the same time, I developed a tracking program that helped decrease the number of new 90-day accounts by 67% in one year.

Closing Paragraph:

The closing paragraph should 1) refer the reader to your resume, 2) ask for an interview, and 3) give your contact information.

Many of my other skills are listed on the enclosed resume; however, I would like the opportunity to discuss in more detail how those skills can benefit YPQ Company. I will follow up with your office next week regarding the possibility of an interview, or you may reach me any afternoon at 714/000-0000.