

PERSONAL CAREER DOCS ASSIGNMENT

Task and Purpose

Now that you've chosen a career to focus on this term, researched it, and prepared application-related documents for a specific job in this field, you're ready to practice writing the sort of messages you will be required to do should you land this job.

For this assignment, you will compose documents that are representative of the kind of writing your boss might ask you to do. The types of documents you submit are up to you. Will you primarily write routine request emails to co-workers? Sales letters to potential customers? Persuasive requests for action memos to superiors? Proposals for job bids? Troubleshooting reports for clients? Letters declining a customer's claim? The options are completely reliant upon the type of field you're going into and what you discovered about the type of writing you will have to do when you researched your career for your Proposal.

General Requirements

Compose **4-6 pages of writing**. This can be accomplished with 1 multi-page document or as many as 6 individual documents. Please note that the **minimum number of pages is 4 FULL pages** of writing. Submissions that consist of 4 pages of a paragraph or two or a few sentences will not suffice. Also, each message should appear on its own separate page; i.e., do not put more than one memo or email on a single page.

Document Requests

Submit as an Assignment a request of what you would like to write for your Personal Career Docs by the deadline stated on the course schedule. This request will not be graded, but your docs will not be accepted for a final draft grade unless I approve your choices beforehand. See more detailed instructions in the Personal Career Docs module.

Draft/Final Draft Format and Audience

Format will largely depend on what type of messages you submit. However, if you use memo format, you must use correct memo format. The same is true of letter and report formats. You must also use direct and indirect formats and structural guides appropriately. Remember that internal messages should be in memo format if they are somewhat formal or email if they are less formal. External messages should be in letter format. Tone, language, and style will depend on audience. I expect all documents to look professional, which means that you should use appropriate font size and style (12 pt Times New Roman or similar), single-space text, page headings for documents that exceed 1 page in length, 1" margins, and appropriate white space. See memo and letter format models in the Business Writing Basics Boot Camp module and in relevant sections of your text.