

Application Packet – Project 1

ENGL 2311

When you first apply to a job, there are two pieces of paper that are your entire introduction to the potential employer: the resume and the cover letter. Doing quality research and work will improve the odds of your application documents being more seriously reviewed and being selected for an interview.

For your first project, you will spend Lessons 5 and 6 focusing on some of the most important aspects of applying to a job: knowing your audience, analyzing information, and persuading an audience. In Lesson 7 you will create a cover letter and resume for a specific job posting that utilizes the skills from all the previous lessons. Finally, in Lesson 8, you will practice your editing skills by helping a classmate revise their cover letter. You should not use any source material while completing this activity. The structure, phrasing, organization and other ideas must all be your own.

The required elements for this project are:

Lesson 5 Assignment:

- Pick one of the following:
 - Option 1: Audience Design
 - Option 2: Audience Analysis

Lesson 6 Assignments:

- A job ad analysis journal entry that asks you to research solicited job announcements. The key skills that the ideal candidate will possess, and analyze if you would or would not currently be a good fit for the position.

Lesson 7 Project Part A:

- A resume and cover letter created in response to a job ad.

Lesson 8 Project Part B:

- Peer editing a cover letter.