

## **ENGL 202C Technical Writing Job Application Assignment**

Many people obtain jobs through a multi-stage process. First, you research the types of jobs you are qualified for and the types of employers you would like to work for. Then you try to convince specific employers to consider you for a job. These days, most employers have too many applicants per job to interview each one personally. These employers sort through job application packages (résumés and cover letters) to decide which applicants to consider further. So your first communication with your future employer is likely to be in writing and must persuade him or her to continue the conversation.

For this assignment, you will choose a specific job or internship listing from a website (you might want to check out “Career Services” on the Penn State website), newspaper or professional journal (note: you will turn these in with your final draft of the job application package), and respond to it with the following items:

1. A **résumé** that emphasizes your most relevant experience and education. Content is important here, but so is layout and presentation.
2. A **cover letter** addressed to a prospective employer for a specific job. The letter should highlight different aspects of your experience relevant to the job. If you prefer, you may create a **personal statement** addressed to a specific graduate school degree program. This would be the more appropriate route for individuals considering pursuing a graduate degree.
3. A **cover memo** addressed to me that provides an overview of the job, reviews what you know about this particular employer/school, and describes how you have adapted your letter/personal statement and résumé for this particular position. I expect you to use the information in this memo to construct the arguments you present in your résumé and cover letter/personal statement to the employer/school. The purpose of this memo is to make it easy for me to understand the choices you made in your job application package.