

## Employment Project

This project is designed for you to develop documents and strategies for entering the workplace or continuing your education. In this project, you will approach a job search based on your current credentials (typically, you will search for entry-level positions or internships). Alternatively, if you plan on pursuing graduate education, you may customize this project to fit those goals. What follows is a description of the three primary deliverables for the project: an analysis of the job advertisement, a cover letter for your application, and your resume. Additionally, we will work with a Job Skills Inventory to develop specific evidence of your skills that may help in your search.

### Final Drafts of Employment Project Documents Due: 2:00 p.m. on Wednesday, August 13

#### Job Skills Inventory (75 points)

For this deliverable, you will begin examining your existing skill set and practice articulating or “translating” it in persuasive ways using the provided Excel spreadsheet. To complete this exercise, you will use the Purdue University Online Writing Lab’s “Job Skills Checklist” and “Action Verb” list, both of which can be found on the Purdue OWL website.

When completing this deliverable, do not think of your work as representing the “perfect” image of who you think you are as a prospective employee. Rather, think of your work as identifying not only your strengths as a potential employee but also the weaknesses and/or gaps in your existing skill set. We will use this deliverable as a way to work through such gaps and find ways to fill out and/or broaden your skill set.

To complete this exercise, you are to use the provided Excel spreadsheet (available on Blackboard) and be as descriptive as possible in your work. Please feel free to edit and expand on the items that are listed in the spreadsheet. There is no set or assigned number of skills that must be presented in this spreadsheet; however, it is to your benefit to be as inclusive as possible of all the different skills that are available for your work. As a general guideline, I would expect that you minimally would have no less than twenty (20) skills listed on your inventory.

Please note that a draft of this deliverable is due on **Friday, August 8**.

#### Job Advertisement Analysis (75 points)

For this deliverable, your primary task is to rhetorically assess and analyze your selected job advertisement. The material you develop in this assignment will help you begin developing strategies for persuasively preparing your resume and application letters. To complete this deliverable, please answer the following questions (being as specific and thorough as possible):

1. Who is the employer? What are its ethos and/or mission? What are some adjectives you might use to describe this company?
2. How do the employer’s ethos and/or mission align with your professional interests? Why might this employer be interested in interviewing someone like you?
3. What attracted you or drew you to the job advertisement? Why do you believe this is a good position for you?
4. List the relevant qualifications for the position. Please list the skills in order of importance. After the list, please include a brief description or rationale for your ordering of items.
5. How does your skill set measure up with the relevant qualifications? What stands out most for you as your strengths as an applicant? What weaknesses or gaps are in your existing skill set? How might you account for those gaps in your document preparation?

6. What is implied but not explicitly stated in the job advertisement? Put another way, what can you read between the lines of the job advertisement? What is the employer implicitly asking for in the job advertisement?
7. What is your primary strategy for planning, designing, and composing your resume? That is, what will you highlight from the job advertisement? How will you highlight such items?
8. What is your primary strategy for planning, designing, and composing your application letter? That is, what will you highlight from the job advertisement? How will you highlight such items?

When answering these questions, please do not limit yourself to one to two sentence responses. Begin developing a narrative that you can draw from when composing your resume and application letter deliverables.

Please note that a draft of this deliverable is due on **Monday, August 11**.

### **Cover Letter (150 points)**

Based on the analysis of your selected job advertisement and your readings from the course textbook, this assignment asks you to compose a cover letter for your selected job. When completing this assignment, please keep in mind the following items:

- Who is the audience for my application letter?
- What specifically do I want to highlight in the application letter?
- How do I lead a reader through the application letter?
- Am I providing specific supporting evidence? Showing vs. Telling?
- Am I employing language from the job advertisement in the application letter?
- Am I using active language?
- How is my design visually appealing?
- Is there unnecessary repetition or redundancy in the document?
- Have I adopted an appropriate tone for the document?
- How does the application letter extend my resume?
- How does the application letter tell my story as a prospective employee?

This list is not meant to be exhaustive of all items that you need to keep in mind when composing your application letter; however, use this as your initial guide. Regarding the revision of your application letter, you need to be sure to eliminate any unnecessary errors and/or discrepancies that might undercut your ethos or credibility as a writer.

Please note that a draft of this deliverable is due on **Tuesday, August 12**, for peer review.

### **Resume (200 points)**

Based on the analysis of your selected job advertisement and your readings from the course textbook, this assignment asks you to compose a resume for your selected job. When completing this assignment, please keep in mind the following items:

- Who is the audience for my resume?
- What is the overall theme of my resume?
- What specifically do I want to highlight in the resume?
- Am I adopting a simple and direct style?
- Am I providing specific supporting evidence? Showing vs. Telling?
- Am I employing language from the job advertisement in the resume?

- Am I using active language?
- Are all of my sections and headings relevant and necessary?
- How is my design visually appealing?
- What am I doing to initially draw a reader's eye?
- How do I lead a reader through the resume?
- How am I prioritizing and/or ordering my information?
- Is there unnecessary repetition or redundancy in the document?
- Have I adopted an appropriate tone for the document?
- How does this resume support my job application letter?

This list is not meant to be exhaustive of all items that you need to keep in mind when composing your resume; however, use this as your initial guide. Regarding the revision of your resume, you need to be sure to eliminate any unnecessary errors and/or discrepancies that might undercut your ethos or credibility as a writer.

Please note that a draft of this deliverable is due on **Tuesday, August 12**, for peer review.