ENG108 Technical Writing

Appendix C: Resume and Cover Letter Assignment Sheet

The following lesson can be delivered in either a face-to-face or online, asynchronous modality. Note: Instructor is open to alternative methods of learning, please contact the instructor for more information at [insert contact information].

# Writing Task:

Your goal in the resume and cover letter assignment is to craft a set of materials in response to a job listing. These materials should represent an attention to the intended audience, to the genre expectations and customary parts of both documents, to the design and format of your documents, and to the language used to describe experience and credentials.

Your resume can be formatted and presented however you’d like, but should be written and designed in such a manner as to clearly, concisely, and persuasively illustrate your qualifications for your selected position. Please think carefully and creatively about your audience, their expectations, their task, and the types of details that will likely resonate with them.

Your cover letter should introduce your candidacy for the position, explain your most important credentials and experiences, and illustrate what makes your exceptionally and uniquely qualified to fill this position.

# Timeline and Process:

Each document will go through a drafting and revision process.

**Step #1:** Draft of Resume

**Step #2:** Usability Test/Peer Review

**Step #3:** Revision of Resume

**Step #4:** Draft of Cover Letter

**Step #5:** Revision of Cover Letter

Evaluation Criteria**:**

Your documents will be evaluated holistically using the following rubric:

**A:** Resume and Cover Letter packages receiving an “A” utilize clear, concise, and effective language in describing experiences and credentials, include a useful document design strategy that helps the reader find key information quickly, follow genre expectations when/where appropriate but also deviate when necessary and useful.

**B:** Resume and Cover Letter packages receiving a “B” possess most of the qualities of an “A” package but are deficient in one or two areas.

**C:** Resume and Cover Letter packages receiving a “C” possess a few of the qualities of an “A” package but are deficient in several areas. These packages may not be formatted in easily readable ways, may use language that is not helpful to the reader or may disregard genre requirements in ways detrimental to the overall impact of the documents.

**D:** Resume and Cover Letter packages receiving a “D” none of the qualities of an “A” package and are deficient in most areas.

**F:** Resume and Cover Letter packages receiving an “F” demonstrate a complete disregard for the audience’s needs, the genre requirements, and the expectations for this assignment.

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