

Homework 1: The Job Documents – 5 points

Purpose: Compose an audience analysis, cover letter, and résumé in response to an actual professional writing ad. You may compose a CV if you plan to attend graduate school.

Audience: Your instructor, your classmates, and future employers.

The Assignment

For homework assignment 1, compose an audience analysis, cover letter, and résumé (or CV) that responds to an actual professional writing job ad (or graduate school application).

Goals of the Assignment

This assignment will give you experience working with the complex projects people often face in the workplace. Moreover, this assignment will help you prepare to enter the workforce or prepare for graduate school. For this assignment, you will analyze an actual job ad (or graduate school application process) and compose your documents. So, the goals of the assignment are to help you:

- research/understand the theory and best practices guiding document design
- better understand the rhetorical situations (purpose, audience, context, medium, angle) involved in document development
- respond to the two main questions for reader-focused job search/graduate application documents: How are you a good fit for the position/organization? How can you help the organization succeed and fulfill its goals? ← this is what makes the documents reader-focused
- produce professional documents that follow a reader-focused approach
- practice following genre expectations for a high-level writing course.

The Format

Your job search documents *must* adhere to requirements of the job ad (or graduate application) that you choose. To help you fulfill these requirements, please follow the recommendations outlined in *Technical Communication Today*. You may also use the Purdue OWL job search document section for information about CVs. Please type the following statement and sign your name: "I understand and will uphold the ideals of academic honesty as stated in the Honor Code."

Job Documents Checklist/Feedback Form

On a scale of 1-5, with 1 being the lowest and 5 being the highest score, rate the following:

Audience analysis:

Cover letter:

Résumé or CV:

Grammar and mechanics (syntax, word choice, punctuation):

Overall score:

Please answer these questions about these documents:

1. Do the documents respond effectively and in a reader-focused way to the ad/graduate application?
2. Did the cover letter address the two main rhetoric goals – I am a good fit because...; I can help you because...?
3. What did you like about the documents?
4. What did you not like about the documents?
5. Do you have any suggestions about the documents to make them more effective?