**RWS 305W Module 3 Prompt**

### RÉSUMÉ & COVER LETTER or PERSONAL STATEMENT + CONTEXT PARAGRAPH

Demonstrate your knowledge of professional rhetoric and personal representation by creating a résumé, cover letter or personal statement, and a discussion of your individual job/grad context.

### YOU WILL COMPLETE FOUR documents worth 15% of your course grade

**Details on the Documents and How They Will Be Evaluated:**

1. Job/Grad Program **POST**: Find a current, relevant, and interesting job posting for a job you would apply for within the next year. You may instead choose to find a posting for an internship, or a graduate program you would like to apply to. You must provide the actual TEXT of the posting, so once you find one you want to work with, copy/paste the text into a document with URL and list date and save it (just in case the posting is removed before our due date).
2. **résumé/CV**: Depending on your goals, create a résumé or curriculum vitae that provides the relevant information for your application. Make sure this is thoroughly edited and professionally formatted. Using the readings and information provided, you may choose to create a traditional or non-traditional formatted résumé but you should utilize the advice and critical thinking elements from the supplemental articles and samples. Make sure you consider your audience and context in making your design decisions. You must construct or revise your résumé to demonstrate a critical reading of the job posting and an effective response.
3. **cover letter** OR **PERSONAL STATEMENT**: For the specific job posting or internship or graduate program you have chosen in step one above, write a letter/statement that expresses your interest in this position. This should state your goals, your strengths in the field, your knowledge of the company/program and your appropriateness for the position; you must include an anecdote in your writing – a short, personal narrative passage that highlights some aspect of your candidacy with vivid, descriptive detail. Make sure this is thoroughly edited and professionally formatted. **You must demonstrate that you have carefully read and analyzed the job/program description, responding and mimicking when relevant their tone, wording, values, and jargon in your own writing.**
4. **CONTEXT PARAGRAPH**: This is a writing exercise that is intended to articulate your individual professional pursuits based on a specific field, your research and goals. This is not a document that you would submit to an employer. The GOAL of the document is to portray the basic rhetorical situation, including an awareness of how your materials will eventually be received and judged. This is a single stand-alone paragraph that should address the following:

* Identify the name of the institution and the specific position/program you are pursuing
* Name 2+ required qualifications that you must meet in order to be considered
* Portray a few relevant facts & info about location, mission statement, outreach, reputation, essay prompt, company/school culture
* Identify specific focuses within your career path or academic field: research that interests you, individuals of importance with whom you might want to work, newsworthy achievements that relate to your goals, etc.
* Cite the specific submission requirements and the exact materials they require

### How Résumé Will Be Graded:

The résumé grade will be based on the following three areas of evaluation criteria:

1. Visual Presentation:

* Appropriate typeface and size
* Bulleted lists rather than paragraphs, use bullets, not tiny hyphens-
* Balanced spacing/white space
* Consistent and visually helpful use of bold and/or underlining and/or upper case to highlight headings
* Visually accessible information
* Consistently aligned dates, columns

2. Structure/Format—Base your formatting on one of the types modeled from the models or Power Point on Canvas, with an emphasis on logical ordering and easy access to information:

* “Skills” model: education and experience grouped according to relevance, OR
* “Chronological” model: information presented in reverse chronological order, OR
* “Combination” model: most relevant information grouped according to skill sets and relevancy; less relevant information presented reverse chronologically at bottom

3. Language/Content:

* Parallel structure for bullet points
* Short phrases or fragments
* Job descriptions starting with verbs in consistent tense and form
* First letters capitalized on bulleted lists
* Concise wording, no repetition
* No “I” references
* Information relevant to position desired
* NO grammar, punctuation or spelling errors
* NO typos

### How Cover Letter Will Be Graded:

The cover letter grade will be based on the following four areas of evaluation criteria:

1. Structure & Format:

* One page long; 3-4 paragraphs
* Proper heading and greeting
* Stated objective(s) in the introductory paragraph
* Qualifications detailed in the middle paragraph(s)
* Appropriate closing and signature

2. Content:

* New information not on résumé but relevant to the career you are seeking
* Enhancements to information on résumé with specific details and explanations to indicate how your experience qualifies you for the position you seek
* Includes an anecdote that SHOWS, not merely TELLS
* Effective use of language and examples to embed ethos and pathos into your letter

4. Writing & Editing:

* Professional writing style
* Varied sentence types
* NO typos or errors in grammar, spelling and punctuation

### How Graduate School Personal Statement Will Be Graded:

The criteria listed above for the Cover Letter regarding content and writing/editing are applicable to the personal statement as well. The structure and format should be as requested by the graduate program and should be presented as an essay, not as a letter. In addition, graduate schools often list specific criteria for their particular programs. Find out what they are and follow those guidelines. Often, it is expected that applicants know and name the professor they hope to study with and can cite reasons why. Please include your school’s guidelines with your draft so that I will know what to look for when reviewing your work.

# Timeline:

**Under People, use the Canvas Groups Workshop tools to share your pasted post, resume, and letter/statement with your two group members by 11:00 a.m. on Wednesday, October 21 for peer workshop**

Complete the workshop activity evaluating both classmates’ work by Sunday 10/25 at 11:59 p.m. (2.5% one of four collateral/participation point activities)

Revise thoughtfully to submit for final grade.

\*Follow submission directions carefully and upload early to avoid frustration. For 15% of your course grade, you will *submit one file that contains your context paragraph and ONE professional document that you most desire feedback on – resume, cover letter OR personal statement*. After instruction, workshop, revision, and with your own particular professional goals and writing in mind, submit the most important/relevant Module 3 document to me for directed feedback and a grade.

**Upload your file to the Turnitin *Module 3 Feedback* link in Assignments by Thursday 10/28 at 11 a.m.**