CS 200W – WRITING EXERCISE 1 – COVER LETTER

Points: 50 (5% of course total)

Length: 300 words

Consult the following brochure for an e-sports arena construction company, and, using the techniques discussed in lecture 3, write a cover letter in application for the job advertised by the company at the end of this document. Your application letter should incorporate the following:

   • "Your" address in the top left-hand corner, and also your email address; the address of the company below that; and the date (for the purposes of the assignment, use SJSU's address as though it were your own)

   • An appropriate salutation (beginning)

   • A short introductory paragraph

   • 2-3 paragraphs detailing:

        ▪ How you are qualified for the job
        ▪ Why you should get the job
        ▪ Any other information you feel is relevant

   • An appropriate valediction (signing-off), including a wet signature in JPEG or PNG format

The letter should be presented:

   • In an appropriate page size, with appropriately-sized margins

   • In an appropriate font and font size, double-spaced

   • In a style becoming of a cover letter

Cover letters must be 300 words in length, +/- 10%; anything longer or shorter than this will be penalized.

NB: You do not need to stick to your own qualifications while writing the letter – feel free to invent previous work experience and qualifications! However, do not write that you have everything the advertisement asks for. (No-one ever does!)
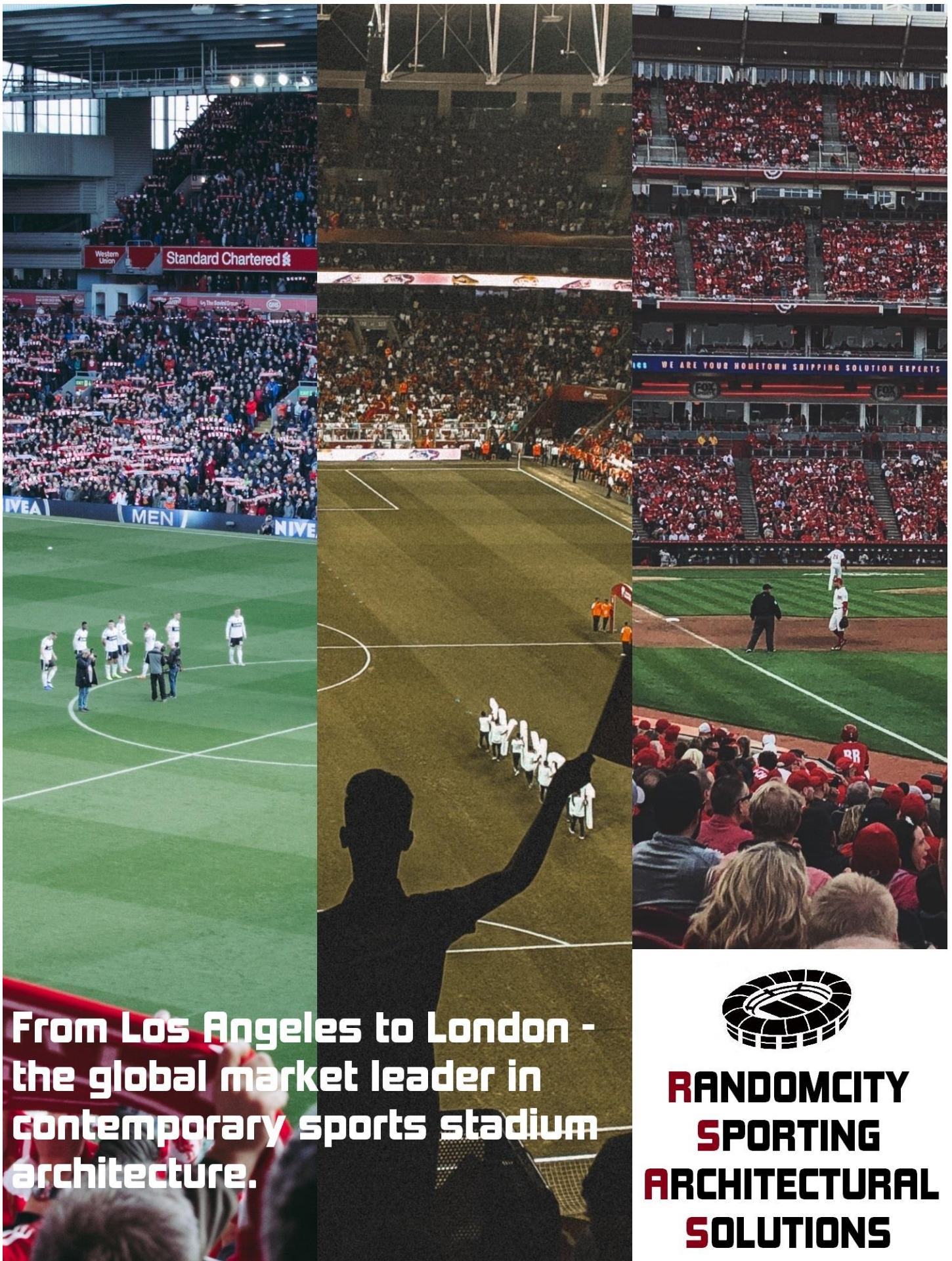
Grading rubric

Letters receiving an **A grade** will be fluently and cogently expressed. All aspects of the job advertisement's requirements will be addressed in some way, the letter will exhibit correct grammar, and there will be no, or very few, mechanical errors such as spelling mistakes, incorrect punctuation, and incorrect capitalization.

Letters receiving a **B grade** will be fluently and cogently expressed for the most part, but may exhibit grammatical errors or awkward/unwieldy passages here and there. Most aspects of the job advertisement's requirements will be addressed in some way. There may be a few mechanical errors, including (but not limited to) spelling mistakes, incorrect punctuation, and incorrect capitalization. Formatting (spacing, font usage/size, margins etc.) may deviate in some ways from the assignment's requirements. The wet signature may be missing.

Letters receiving a **C grade** will contain some readable passages, but may be lacking in fluency, or may adopt an inappropriate written register at times. Some aspects of the job advertisement's requirements may be addressed in some way, but there may be important omissions, or some requirements may be addressed in a way that does not advance the application. The letter may exhibit a general lack of focus. Grammatical and mechanical errors may be somewhat frequent. Formatting (spacing, font usage/size, margins etc.) may deviate in some ways from the assignment's requirements. The wet signature may be missing.

Letters receiving a **D grade** or below will exhibit weak expression, which may be characterized by poor grammar, a general lack of fluency, inappropriate tone, and so on. Most aspects of the job advertisement's requirements will be absent or confusingly represented, and the approach to the candidacy for the job will be unfocused or incoherent. There will be many mechanical and/or grammatical errors. The letter may be severely under length (or severely over length). Formatting requirements may be ignored or inadequately addressed. The wet signature may be missing.

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Our **versatility** is central to our ethos. Whether providing turnkey stadium solutions to the world's elite sporting organizations, or upgrading existing facilities for local clubs and teams, we have solutions to fit all needs and budgetary requirements.

Looking for small-scale solutions? We've got you covered. Our **Small Projects Team** offers high-quality, cost-effective solutions for organizations seeking to install bleachers, coaches' facilities, baseball nets, and much more.

With offices in Los Angeles, Chicago, Toronto, and London, RSAS is at the forefront of the latest developments in stadium design across two continents. No matter what your stadium needs, you're in good hands with RSAS.

Randomcity Sporting Architecture Solutions

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RANDOMCITY SPORTING ARCHITECTURAL SOLUTIONS

JOB ADVERTISEMENT

PLATFORM ENGINEER/MANAGER, E-SPORTS ARENA DESIGN TEAM

Location: Los Angeles office; some remote work possible (must live in CA)

Salary: $65,000-$80,000 (full-time)

Having expanded our operations into the world of e-sports in recent years, our Los Angeles office is seeking a Platform Engineer/Manager to oversee work in our new E-Sports Arena Design (ESAD) team. The Los Angeles ESAD team has responsibility for the design and provision of e-sports venues and arenas. The Platform Engineer/Manager will supervise the design and implementation of both cloud-based and on-premise infrastructure for a variety of gaming and entertainment clients in the Southern California region.

RESPONSIBILITIES

- Supervision of design, implementation, and maintenance of server environments with an emphasis on stability and scalability
- Perform installations, configurations, and upgrades as needed, following best practices and industry-standard security guidelines
- Monitor server performance, and quickly identify and eliminate bottlenecks
- Liaise with QA, system architects, and other platform engineers; act as Scrum master in ESAD as necessary
- Mentor junior members of the ESAD as needed
- Communicate progress to RSAS stakeholders at bimonthly meetings
- Travel to clients' premises as needed to assess implementation progress and report back to ESAD and management

REQUIRED QUALIFICATIONS

Our ideal candidate will have:

- A Bachelor's degree in Computer Science or related field OR three years' experience	- Excellent organizational and timetabling skills, with the ability to multi-task
- In-depth knowledge of Windows Server operating systems	- A good working knowledge of networking principles and protocols
- Excellent technical communications skills	- The ability to manage a heavy workload
- Strong leadership, decision-making, and employee relations skills	- Fluency in English and Spanish
- Deep knowledge of cloud computing and virtualization	- Familiarity with PowerShell, Chef, or Terraform would be considered an advantage

Apply to: Luis Sanchez, Head of Recruiting