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ENGL 210E

20 September 2018

Sortable Job Application Résumé Rationale

In my application, I decided to use a chronological résumé rather than a skills résumé to apply for the Sortable technical writer position. Chronological résumés focus on providing a detailed record of employment, with each prior position's duties and accomplishments described in detail (Markel 273). Focusing on the technical writing tasks that had been completed in my past positions was especially important, as software developer roles typically involve very minimal technical writing. In addition, all gaps in my employment timeline and frequent job changes can be attributed to my fulltime student status – rendering the skills résumé less relevant.

When structuring my chronological résumé, I chose to place experience before education. In general, the job posting tends to place greater emphasis and importance on experience rather than education. It specifically mentions that the ideal candidate possesses “3+ years of technical writing experience” and should have “experience in a startup/growth/scale up company”. Additionally, terms such as “experience” and “track record” are used eight times in the posting, whereas education-related terms are used only once. The second reason for this decision is the irrelevancy of my education with regards to the position. I do not possess a post-secondary diploma in English or a related field, and have only taken three English courses in my entire undergraduate education. With no activities or contests related to technical writing and

a low CGPA that I chose to omit, my education section is much less impressive than my experience section. In the case of “substantial professional experience”, Markel recommends to “place the employment-history section before the education section” (Markel 274).

In the experience section, bullet points are tailored towards the position by focusing on technical writing rather than software developer related tasks. However, I still had to include a minimum of one coding-related task in each position, since the absence of any software developer tasks would appear as a red flag to the recruiter. Since the job posting mentioned that the ideal candidate should be able to understand complex systems, I also included a list of the technologies used in each position in order to give the recruiter a sense of how varied each system was. It was also important that I supported all claims in my summary of qualifications, ensuring that I used the experience section to elaborate on anything mentioned in the summary. One of such claims was the fact that I have experience with writing several different types of documents and writing for various types of audiences. To support this, I mention having written wiki's, reports, analyses, web content, manuals, and guidelines for audiences such as co-op students, developers, stakeholders, and supervisors.