**WRITING: COVER LETTER**

Write a cover letter, to be sent via email, in response to the job advertisement below using the guidelines learned during the semester. For this task, it is O.K. to adapt your experience and qualifications to better fit the requirements of the job posting.

|  |
| --- |
| **Software Developer - Zimmer Biomet**  **Full Job Description**  **Job Summary**  The position will provide you the opportunity to participate in significant IT projects that impact the strategy and performance of a leading medical device firm. Responsibilities may include development/programming (Web/e-commerce or applications), network administration/engineering, project management, applications testing, infrastructure management or desktop/device support.  **Principal Duties and Responsibilities**  • Meet and/or exceed performance expectations identified and communicated by manager.   * Observe and gain input from coworkers to acquire knowledge of methods, procedures and standards required for performance of departmental duties. * Actively seek opportunities for learning and contribution within assigned area of responsibility. * Collaborate effectively with internal partners and customers as needed. * Embrace Zimmer values and lead by example in all tasks   **Expected Areas of Competence**  • Understanding of the IT landscape and lifecycle   * Strong analytical skills and problem-solving ability * Strong communication skills * Experience in one or more of the following areas:   + SQL experience   + Network installation and support   + OS support (Windows, UNIX/LINUS, Apple)   + Hardware support   + Programming/development (.NET, Java, Objective C, SQL)   + Knowledge of project management lifecycles (Waterfall, SCRUM, etc.)   + SAP implementation, programming, support Security administration (ERP and/or other applications, network, etc.)   **Education/Experience Requirements**  • Must be actively enrolled in an academic program for the entire duration of the assignment.   * Pursuing a bachelor's degree in IT (Computer Science, Computer & Information Technology or related) * 1-2 years of work experience in IT preferred (on- or off-campus) |
|  |

|  |  |  |
| --- | --- | --- |
| **Structure (4 points)**   * *Uses correct overall structure (Introduction, body, conclusion) 1pt.* * *Paragraph structure and cohesion 2pts.* * *Letter is formatted following formal conventions (including salutations) 1pt.* | **Content (8 points)**   * *Explains the purpose of the letter/ Identifies the position applied for 1pt.* * *Demonstrates interest in the role and/or company 1pt.* * *Shows the connection between experience and qualifications and job description and provides examples 3pts.* * *Demonstrates relevant soft skills 2pts.* * *Explains where to find CV and thanks the reader 1pt.* | **Language (8 points)**   * *Grammar 2pts.* * *Syntax 2pts. (linking words, sentence structure etc.)* * *Vocabulary 2pts. (action verbs, technical terminology, common expressions etc.)* * *Formal register 1pt. (slang, contractions etc.)* * *Punctuation 1pt.* |
| **\_\_\_\_/4** | **\_\_\_\_/8** | **\_\_\_\_/8** |