English for Software Engineering (Level 4): Project

You are required to complete a graded project as part of your course.

This project is worth 40% of your overall grade, so please try your best.

There are three parts to this task:

1) Find any job advertisement from the internet.

2) Write a cover letter and resume applying for the job in the job advertisement.

3) Write an email to apply for the job in the job advertisement, attaching the cover letter and resume.

1): Find any job advertisement

You should search the internet and find any job advertisement that you want to 'apply' for.

This can be any computer based job in any industry relevant to your degree.

I strongly recommend searching for a 'Graduate' job role that requires no work experience.

I recommend using indeed.com, monster.com, gradcracker.com or seek.com.

When you have found a job advertisement that you want to apply for, **take a screenshot of the full job advertisement** and attach this to a Word or PDF document.

Send this document (as a .DOC or .PDF file) to toddwprofefss@gmail.com.

Please send this document by email before 23:59 this Sunday.

The example job advertisement below has been used to write the example resume, cover letter and email later in this document:

Do you want the opportunity to make a difference?

We're looking for graduates to join our team. No experience is required, and many of our successful applicants have never programmed before. If you think logically, enjoy problem solving and have good time management skills, then you have the potential to become a great developer.

You'll be part of an agile development team, working on one of the largest real-time databases in the world. You'll work on a wide variety of projects, ranging from AI assisting clinicians with early diagnosis of cancer to an iOS app helping patients manage their diabetes.

Good communication skills are a plus, since you'll work closely with all teams across the company.

Developers at TPP are involved in the full software cycle, so you'll have a chance to work on several projects. You will help us design, develop and deploy our products.

Minimum Requirements:

- BSc degree in any STEM field (such as Computer Science or Mathematics)
- Some experience working with databases at university level

Benefits:

- £60,000 starting salary
- Private health insurance and preferential interest rates on mortgages

2): Write a Cover Letter and Resume.

You should write a cover letter and a resume applying for the job in the job advertisement.

The cover letter should be created using Microsoft Word, Hanword, Pages or any word processing software. The cover letter should be a maximum of 1/2 side of A4 sized paper. There is no word limit. Please save the Cover Letter as a .DOC or .PDF file only.

Remember. You should include:

- A header, which has your NAME, address, phone number, email address and your KakaoID;
- - COVER LETTER;
- - The address of the hiring manager, or 'To the Hiring Manager';
- Ensure the cover letter has a salutation, 2-3 paragraphs, a closing, and a signature.
- Please use the information we studied in Week 5 of class, and the example below to help you:

SUNGMIN KWON

sungmin.kwon@gmail.com   010-4567-9876   Kakao: sungminkwonny

Apt. 901, 11-21 Sinjeongho-ro, Asan-si, Chungcheongnam-do, Republic of Korea

COVER LETTER

To the Hiring Manager,

Since a young age I've been curious with how things work, and this has influenced my decision to study Computer Science, an area where I can make a career out of my curiosity in new technology.

I am ready to develop my skills at TPP after studying at Soonchunhyang University, where I've gained experience designing, developing and rolling out systems, learning about the challenges and successes of the full software cycle. I have developed skills in HTML, CSS, Javascript and C++, and I have worked on a project to build a web-based dating application, drawing data from a real-time database.

I believe I would be an excellent fit for your company. I look forward to hearing from you soon to arrange an interview and discuss this exciting opportunity further,

Sincerely,
Sungmin Kwon

The resume should be created using Microsoft Word, Hanword, Pages or any word processing software.

The resume should be a maximum of one side of A4 sized paper. There is no word limit.

<u>Please save the Resume as a .DOC or .PDF file only</u>.

Remember. You should include:

- A header, which has your NAME, address, phone number, email address and your KakaoID;

- - A summary, which is a one sentence summary of your current status

- (_____ graduate with experience in/with/using _____)

- - Several sections with your personal information and achievements. These can be placed in any order. Possible sections include 'Skills', 'Education', 'Coursework', 'Awards', 'Certifications', 'Work Experience' and 'Activities'. You have flexibility to choose the best order for your experience.

- - It is recommended to use bullet points in each section.

- - In the 'Coursework' and 'Work Experience sections, it is recommended to use active verbs in the past tense to talk about your achievements.

- - It is recommended to use statistics to demonstrate what you have done.

- - Use a chronological date order for the 'Education' and 'Work Experience' sections, with your most recent Education and Work Experience first.

- Don't make the resume too long, or too difficult to read.

- Please use the information we studied in Week 7 of class, and the example below to help you:

SUNGMIN KWON

sungmin.kwon@gmail.com   010-4567-9876   Kakao: sungminkwonny

Apt. 901, 11-21 Sinjeongho-ro, Asan-si, Chungcheongnam-do, Republic of Korea

Computer Science Graduate with experience in Database Management

Education:
2020-2024   Soonchunhyang University   Asan, Republic of Korea
BSc Computer Science. Expected June 2025.   Expected GPA: 4.2

Coursework:
Development of SCHinder dating application
- Developed a web application accessed through a web browser, using HTML, CSS and Javascript.
- Collaborated to design the website and back-end database in a successful project team.
- Performed white box testing to support the development of other parts of the system.
- Deployed and made available to Soonchunhyang University students in April 2023.
- 6,700 unique users of the website in 6 months since the website first went live.

Skills:
- Programming Languages: C, C++, C#
- Database Development: HTML, CSS, Javascript.
- Application Development: Web Applications.
- Native Korean Speaker. Proficient in English: TOEIC Score of 730 (Intermediate Level).

Work Experience:
2021-2022   Republic of Korea Army   Goyang, Republic of Korea
- Assigned to a listening post on the border with North Korea as part of Military Service duties.
- Gathered intelligence against the enemy, observing at lookouts to monitor enemy movements.
- Demonstrated excellent time management, communication and focus skills, working independently and collaboratively to submit and communicate detailed intelligence reports against deadlines.
- Relied upon to deliver presentations to senior generals, utilising advanced Image Processing skills.

Awards:
2023 Soonchunhyang University Award for Entrepreneurial Excellence

3): Write an email

You should write a formal email applying for the job in the job advertisement.

Remember. You should:

- Use a professional email account;

- Attach a resume and cover letter (in .DOC or .PDF format only);

- Ensure the email has a subject (including your name and the job role you are applying for);

- Ensure the email has a salutation, 2-3 paragraphs, a closing, and a signature.

- Please use the information we studied in Week 3 of class, and the example below to help you:

To: jasmine.marshall@tpp.com

From: sungmin.kwon@gmail.com

CC: matthew.lee@tpp.com

BCC: toddwprof@gmail.com

Graduate Software Developer Role at TPP

To the Hiring Manager,

Good afternoon,

My name is Sungmin Kwon and I am applying for the Graduate Software Developer job advertisement at TPP that was posted on 4th September on monster.com.

I will soon graduate from Soonchunhyang University in South Korea with a BSc in Computer Engineering. I am keen to bring the development skills I've developed at university to your workplace. I have experience working with databases in software development, and have used MySQL, CSS, Javascript and HTML on a university-wide project with active daily users.

My cover letter and resume is attached. If I can provide you with any further information, please let me know.

I hope you will consider me for the position, and look forward to hearing from you.

Kind Regards,

Sungmin Kwon
sungmin.kwon@gmail.com
010-1234-9949
Kakao ID: sungminkwonny

Send this email (with resume and cover letter attached) to toddwprofefss@gmail.com.

Please send this email before 23:59 on Sunday at the end of Week 11.

_____

Grading:

Please send an email with resume and cover letter attached to toddwprofefss@gmail.com before 23:59 on Sunday at the end of Week 11.

If you do not submit on time, you will score 0 for the assignment.

Please email Todd if you are sick or absent in Week 11. You will need to email Todd a hospital note or an excused absence from the university. Only if you do this, you will be able to hand in the assignment late and receive a full grade.

This project is worth 40% of your grade. Your project will be graded as follows:

Marks:	All instructions followed + Perfect English:	Excellent. Most instructions followed, or English errors:	Very good. Most instructions followed, and English errors:	Okay. Some instructions followed, and English errors:	Instructions not followed. No project:
Job Advertisement	4				0
Email	12	10	7	4	0
Cover Letter	12	10	7	4	0
Resume	12	10	7	4	0
TOTAL	40				