Quiz #1

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ENGL 23401: Technical Writing

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Subject: My Resume

I elected to use my resume for this assignment, I have been making modifications to it as I have been learning skills, so this is probably the writing project I am most familiar with.

Question 1: Who was your Primary Reader

My primary reader would be anyone who is managing the hiring process at a company for which I would like to work. A great example would be the Human Resources intern and IT Manager at Avancez, a company that I applied for recently.

Question 2: Did you consider other possible readers? Who were they?

I considered that either a hiring manager or human resources entity might read my resume. I also guessed that someone from the IT department at the company might examine the resume. To match that assumption, I included technical terms and skills that would be good for the position or displaying my experience. I discovered that the IT Manager at Avancez would be interviewing me, meaning that my assumption was good.

Question 3: What did you know about the primary and other readers when you began writing?

Nothing, I can only make assumptions. I made the assumptions though they would want not only a good list of hard skills, but also soft skills. As a result of my assumption, I put in a variety of soft skills that I had which would provide a benefit to the company.

Question 4: Were you aware of one primary purpose or goal that you were trying to reach with this writing?

Yes, I was attempting to persuade the hiring managers to hire me. In order to make myself look good, I combined a mix of hard skills and soft skills. I also gave a complete work history with methods of contact for my previous supervisors.

Question 5: What other goals do you that you also had in drafting this document?

One other goal that I had, was to make myself appear more competent than my competition. I did this through mentioning every instance of IT work I did at previous jobs. I included my website, and also included a list of hobbies that would humanize me and make me appear devoted to Information Technology.

Question 6: What rhetorical or writing strategies did you use to achieve your goals for writing?

I managed the length and wording of my sentences in order to keep the tone as respectful and formal as possible. Additionally, I moderated the skills I used in order to show credibility for the job I am applying for, I try to create an ethos for the job. Since I am just listing my qualifications for the job and my job history, I have no space to create a logical appeal and it would be inappropriate to create an emotional appeal. I save both of those strategies for the cover letter that I send with the resume.

Question 7: Can you think of other strategies that you might have used to be even more successful in reaching your goals?

I cannot immediately think of any additional strategies that I could have used; resumes are a restrictive. It is hard to create a narrative without straying from the typical resume format. However, I also tried to utilize repetition in my resume with certain skills. An example is I listed professional qualifications along with the class I took for that skill at Ivy Tech.