

TO: Jay Johnson

POSTED BY: Timothy Jelinek

DATE: February 27, 2023

SUBJECT: Process Memo

I was looking for two jobs that I qualify for and found a posting for an Intern – Front End Developer and a posting for a Junior Front End Developer.

Audience Analysis of Intern – Front End Developer

This job posting is from Carhartt. Carhartt is looking to hire leaders to create value and deliver on results along the way. They want people who lead others by communicating and clearly defining the path as they work towards the future.

Rhetorical Analysis of Intern – Front End Developer

The job posting wants someone who can do HTML, CSS, and JavaScript. I have edited my résumé and cover letter to reflect I have these three skills. I have shown on my resume all the skills I have that can be useful when it comes to develop and maintain responsive website UI. On my resume it reflects that I have a high school diploma which is also preferred for this position. My résumé and cover letter are written in English to show I can write and speak it fluently.

Audience Analysis of Junior Front End Developer

This job posting is by HireTalent – Diversity Staffing and Recruiting Firm. HireTalent is looking for someone who is self-driven and disciplined people to be able to self-manage.

Rhetorical Analysis of Junior Front End Developer

The job posting wants someone who can hand-code HTML and CSS. They are also looking for someone who can use a content management system like WordPress. I have edited my résumé to reflect I have these skills and others to show I am familiar with responsive development.