

FOCUS	READING ASSIGNMENTS	WRITING ASSIGNMENTS
<p>Sept. 28 - Oct. 4</p> <p>Job Application Materials</p>	<p>In D2L:</p> <ul style="list-style-type: none"> • Assignment Sheet #5 • PowerPoint to review Williams' design principles and Gurak & Lannon's discussion of drafting job application documents • Past Student Cover Letters (<i>There are three examples in D2L; please read them all.</i>) • Past Student Resume <p>In Textbooks:</p> <ul style="list-style-type: none"> • Gurak and Lannon, chapter 9 • Williams, chapters 9 - 11 	<p>1. Teacher Draft: Individually, submit your resume and cover letter via Assignments following Assignment #5 requirements by midnight Sunday, Oct. 4.</p> <p>You will receive up to 10 completion points and individualized feedback for revision; these documents are required in your Final Portfolio.</p>

Welcome to our seventh week of WRIT 221! Please focus your attention on the writing and design skills required to create an effective resume and cover letter. This is an assignment you will absolutely use beyond this class.

- **First**, read Assignment Sheet #5 thoroughly. Be sure you find a **specific job advertisement** to base your documents on.
- **Second**, read the required textbook chapters. Practice active reading: highlight, jot marginal notes, take advantage of Pearson's interactive features in the Revel version of the text.
- **Third**, view this week's PowerPoint that links Williams' design principles to Gurak and Lannon's discussion of job application materials in chapter 9.
- **Fourth**, draft your documents.
 - **Regarding the one-page cover letter**, I require specific formatting and offer content suggestions in the assignment sheet; also, past student examples will help guide your decisions about tone, structure and specificity.
 - **Regarding the one-page resume**, I've posted an example but realize there are many different and successful ways to structure these documents. Please look at examples in your field for guidance. Both textbooks have examples, too, as do I'm your peers and colleagues so don't be shy about asking to read theirs.
- **Fifth**, take a break. Have a friend or a [MSU Writing Center](#) tutor offer feedback.
- **Next, revise** your document. *Revision is the process of "re-seeing"--this accounts for appropriate style and tone, including varied sentence construction; active verbs; and accurate, concise word choice. Also, reconsider structure as necessary--in the letter, is block format used accurately? In the resume, is information grouped in a manner that boosts effectiveness? Is contrast used consistently and appropriately? In general, is the document visually accessible?* Once this is polished, **edit** run-ons, commas splices and other sentence-level errors.
- **Finally**, upload your document in [Assignments](#) by **midnight Sunday (10/4).**

As always, ask questions as they arise. I will check in Wednesday with writing tips, reminders and needed clarification. **Thanks everyone!**