

FINAL PORTFOLIO

WRIT-221

Fall 2020

By: River Kelly

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722 S. Willson Ave,
Bozeman, MT 59715

November 11, 2020

Brooke Carnwath
Montana State University
2-172 Wilson Hall
Bozeman, MT 59715

Subject: *Reflection on Final Portfolio*

Dear Professor Carnwath,

Since completing Writ 221, I have gained an ability to fabricate technical documents, which contrasted with my understanding of course content at the start of the semester. Each assignment had its own unique set of challenges, wherein the completion of some was straightforward and others entirely foreign. In this document, by showcasing the best of my work this semester, I intend to reflect on how the exposure I have encountered has improved my understanding of different document types, the intended use of such document types, proper format and structure, and when to appropriately use formal and/or informal rhetoric.

The document which I have chosen to first exhibit is a **technical definition**. The success or failure of a definition is dependent on one thing; whether or not the information and/or directions are accurately perceived by the reader. But meeting this requirement is not as simple as breaking down components into singular pieces to be digested one at a time. The use case and the audience's level of knowledge play a significant role in determining the scope of instruction. My definition explains the term '*Flattening the Curve*' with regards to the COVID-19 pandemic. Using the expanded definition format, I included graphics for visualization and in-line hyperlinks to outsource related terms. The level of explanation is intended for first-time viewers. The reason that I chose this level of audience's prior knowledge is that my intention was to address the incorrect use of the term being used in mainstream news by describing each component bit-by-bit.

The document next in line for my reflection portfolio is my **resume**. Given the fact that my highest accolades are becoming outdated, it was not only challenging to collect them on a single page but also seeing them together and realizing the trivial depth of my documented experience does not match up to my own self-described experience. After completely redesigning my resume, my outlook on this document is much more positive. The format of my initial resume

was too aesthetic, it was missing the most significant aspect, professionalism. So, I did away with the generic and cheap template look and established something clean, simple, and precise. Of all my documents, I believe that this has improved the most from its first iteration. Now, it is in a condition that would not embarrass me to use in an application.

The third document is a close relative to the resume, and possibly second behind the resume for the most challenging, my **cover letter**. The primary issue which faces me is such that I enjoy exploring the creative possibilities in writing. Oftentimes I find myself off-topic or getting carried away using a play-on of words or catchy sayings. Of course, this touch of personality and humor does not bode well when writing a formal document. Instead of making inquiries to encourage future dialogue, I needed to pay more attention to showcasing that I meet the requirements for the position. I made improvements by not using so many words and long sentences. In exchange, the document consists of more detail and precision.

My next document is addressed by the MSU President herself, Waded Cruzado, and it is the **professional email**. By color-coordinating section headers, and maintaining a direct message I am very pleased with the initial outcome of this document. The purpose of the email is to inform students of how they may better help the Bobcat community in reducing the footprint on the environment. To further improve the effectiveness of the email, I incorporated some of the characteristics of the technical definition by outsourcing information. Originally I used a single quote from the Energy Research Institute and a hyperlink. By exploiting the electronic format, I have chosen to include more related hyperlinks. In addition, my original piece was simply informative, not necessarily persuasive. I think that focusing on the student body as an audience and offering incentives, maybe two or three might result in a greater return of the desired outcome.

Finally, last but not least, the discussion post that I have chosen to revise is **Mid-term Reflection & Grammar**. I would like to revisit this post because it is two lonely paragraphs that could use some work. To revise this post, I have adjusted the content to fit well with a letter format.

All-in-all, my ability to draft, revise, and finalize professional documents is another step closer to perfection. I am thankful for the abilities I have improved and the skills I have developed.

Sincerely,

R. B. Kelly

River B. Kelly

MEMO

To: WRIT 221 Instructor and Students
From: River Kelly
Date: September 18, 2020
Subject: Flatten the Curve; A COVID-19 Technical Definition

The most common term used throughout the [COVID-19 pandemic](#) is: ‘*Flatten the Curve*’. The term refers to the number of developing hospitalized cases over time in relation to the capacity of the healthcare system.

In-Depth: Looking at **Figure 1**, from The New York Times article ‘*Flattening the Coronavirus Curve*’ (Roberts), demonstrates the importance of *Flatten the Curve*. The dotted horizontal line represents the maximum capacity for which our healthcare system may be able to treat hospitalized COVID-19 cases. The two curves labeled “Without Protective Measures” and “With Protective Measures” represent the two possible scenarios for which our healthcare system may encounter. Notice how the ‘red’ curve goes above the healthcare system capacity, while the ‘blue’ curve does not. It should go without saying that, the ‘blue’ curve is the ideal outcome in which the healthcare system capacity is not over-taken. Another observation is that the ‘red’ curve is half the length of the ‘blue’ curve. In other words, ‘without protective measures’ results in half the duration of time in comparison to ‘with protective measures’. The principle idea is that, with protective measures, we can increase the amount of time for which cases occur, effectively never breaching the capacity of the healthcare system.

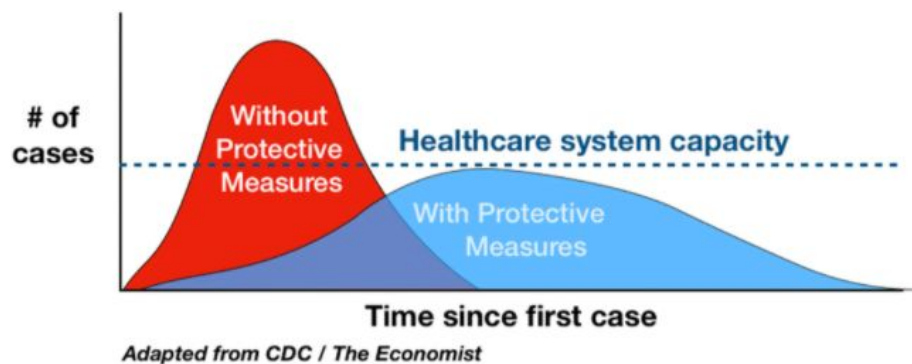


Figure 1 With and Without Protective Measures to Slow the Spread within Our Healthcare System Capacity

Dissonance: Referring back to **Figure 1**, it is important to note that in each curve, the ‘red’ (Without Protective Measures) and the ‘blue’ (With Protective Measures), the number of infected cases stays the same. This is important because ‘*flatten the curve*’ does not mean ‘*crush the curve*’. Instituting measures such as [lockdowns](#) may spread the number of cases out over time, but it is not intended to reduce the total number of cases. According to an article, ‘*Timeline: How Coronavirus got Started*’, the United States declared a national emergency and a mandatory ‘15 days to slow the spread’ on March 13, 2020. That was over 170 days ago, and the

lockdowns are still in place all over the country (Schumaker). The reason for the seemingly never-ending lockdowns is due to exactly the confusion between ‘*flatten the curve*’ and ‘*crush the curve*’. Some may even suggest locking down until a [vaccine](#) is available. This is anti-scientific and should be corrected whenever possible.

Consequences: “The COVID-19 lockdown is responsible for both the loss of economic activity and human lives” Two independent studies attempt to measure the results of the lockdowns in terms of “years of potential life lost”, or YPLL for short (Berezon). Their findings conclude that the Coronavirus lockdowns are costing more life-years than it saves. The reason for which such consequences occur is; increase in suicide and an increase in unemployment.

Work Cited

1. Roberts, Siobhan. “Flattening the Coronavirus Curve.” *The New York Times*, The New York Times, 27 Mar. 2020, www.nytimes.com/article/flatten-curve-coronavirus.html.
2. Schumaker, Erin. “Timeline: How Coronavirus Got Started.” *ABC News*, ABC News Network, 28 July 2020, abcnews.go.com/Health/timeline-coronavirus-started/story?id=69435165.
3. Berezon, Alex. *Is the Coronavirus Lockdown Costing More Lives than It's Saving?* 27 May 2020, www.acsh.org/news/2020/05/27/coronavirus-lockdown-costing-more-lives-its-saving-14815.

River Kelly

722 S. Willson Ave.
Bozeman MT, 59715

(123) 123-1234
river.kelly@student.montana.edu

EDUCATION

AUGUST 2016 - PRESENT

Montana State University, Bozeman — *Computer Science*

EXPERIENCE

JUNE 2107 - DECEMBER 2018

WealthVest, Bozeman — *Marketing Automation Specialist*

My day to day tasks were to create mass-email creation and delivery oversight in Marketo. Regularly I created direct to consumer pre-templated emails in Salesforce.

JANUARY 2018 - JUNE 2018

Rocking R, Bozeman — *Brand Ambassador*

Coordinating public and private events and promotions at university-sponsored events.

NOVEMBER 2015 - JUNE 2018

Sigma Chi Fraternity, Bozeman — *Recruitment Chairman, Philanthropy Chairman, Risk Manager, Annotator*

Holding a handful of officer positions, I developed leadership skills, the ability to effectively work in a team and to properly reflect the image of the organization in public relations.

AUGUST 2017

Balfour Leadership Training Workshop, Toledo — *Recruitment Chairman & Ritual*

Held annually, the Balfour workshop is a fraternity sponsored event where each of the top five officers from every house across the nation attends to better their goals and skills for the upcoming year.

SKILLS

Languages

PHP, HTML, CSS, JAVASCRIPT, SQL, Java, Python

Platforms

ExpressionEngine CMS, Salesforce, Marketo Email Creation and Analytics Reporting

AWARDS

Montana State 2017 Fraternity Member of the Year

Awarded by the Dea of Students to the most outstanding member for the year

Montana State 2017 Recruiting Excellence

Awarded by the Dean of Students to the fraternity with the best new class based on a number of factors.

River Kelly

123 Your Street
Bozeman, MT 59715
(123) 456-7890
river.kelly@student.montana.edu

October 4, 2020

Media Net Link

2010 Crow Canyon PL
San Ramon, CA 94583

Dear Tom Brickley,

The Web Developer position at Media Net Link might just be, based on the trades I have acquired, the perfect fit for me. My experience in UI design, single-page web apps, and backend database management make me confident that I am the ideal candidate.

Attending MSU has exposed me to a number of unique challenges, all of which have broadened my problem-solving capabilities. While learning language syntax and proper documentation is valuable, the most important skill I have developed is working in a team. Enthusiastic participation is key for each team member, but the most crucial element I have discovered is clear communication. This trait helped me excel in my summer internship.

While working towards my computer science degree, I've always found time to poke my head into the real world and see what practical skills I can informally learn. I have spent many hours exploring open source projects on GitHub, creating web apps using AngularJS, and making custom add-on packages in ExpressionEngine CMS.

I am interested in learning more about Media Net Link and how I may be able to bring my tricks of the trade to benefit the company. Thank you for taking the time to consider my application and I look forward to hearing from you by either phone or email.

Sincerely,

R.B. Kelly

River Kelly

Dear Bobcat Dorm Residents,

One of the main ties between each of the members of our community is our love for its thriving wildlife and untouched natural landscape that surrounds us. We are dedicated to preserving our environment and all of its beauty. If we do take the necessary steps, our kids and the following generations will not be able to appreciate what we have now.

Energy Research

Montana State University is the largest research and development entity of any kind in the state. [Energy Research Institute](#), “engages students in its energy-related research at both the undergraduate and graduate levels.” (1) There are many [research grants](#) and partnerships through the [economic development](#) plan to work with the private sector to collaborate and improve efforts. If you are interested in the energy department, you can visit the [student involvement](#) to learn more.

Ways you can help

There is no need to drastically change your daily lives, but there are some minor steps you can take to help do your part in our mission to conserve energy:

- Limit shower to 10 minutes
- When brushing your teeth, turn off the faucet when not in use
- Turn off lights and other appliance when not in use
- Limit the number of appliances being used at the same time
- In the winter, turn your thermostat down at night
- Keep your windows closed to reduce excessive heating and cooling
- If you see something, say something!

We are very proud of our success so far. If we meet our goal of conserving more energy than the prior year, we will be holding a celebration party for our Bobcat community. We thank you for doing your part in helping us continue to reduce and conserve energy!

If you have any further questions or concerns, please feel free to contact me directly at wcruzado@montana.edu or you may contact Lee Spangler, Director of the Energy Department, at energy@montana.edu.

Sincerely,



Waded Cruzado
President, Montana State University

1. "Energy Research Institute." *Energy Research Institute - Energy Research Institute | Montana State University*, www.montana.edu/energy/.

Dear WRIT 221 Instructor and Students,

Considering the material covered in class thus far, to reflect on the progress I have made in the class, I would like to examine two documents. One document that has been the most beneficial toward improving my writing abilities and one document that has been the most challenging for me.

The assignment that I feel has been the most beneficial toward improving my abilities as a writer has to be the *complaint letter*. I can honestly say that it was the first time that I had ever attempted to produce such a document. I have had internships wherein workplace emails/memos are manufactured on a daily. Because the nature of this document was foreign, it truly forced me to consider what rhetoric to be appropriate, or to what extent in detail can I describe my dissatisfaction without detracting from the overall formality.

The *resume* assignment has been the most challenging for me to complete. The purpose of any resume is to highlight your most predominant and valuable accolades. My problem is such that, the majority of my outstanding achievements have grown distant due to my time attending University. The summer jobs that I have held over the last few years are nothing to brag about. I realize that my predicament is circular; I am unable to spend time expanding my resume because I am in school, which is to do exactly that. Yet, when I finally do collect my receipt, or as some like to call their diploma, that's still not enough to add to my resume! Attending school is already on my resume, and it may as well be one of the best items going for me.

Overcoming the challenges for each assignment has made me become a better writer. I have had to consider the appropriate tone and rhetoric for the documents, and also consider the audience that is intended.

Thanks,

River Kelly

722 S. Willson Ave,
Bozeman, MT 59715

November 11, 2020

Brooke Carnwath
Montana State University
2-172 Wilson Hall
Bozeman, MT 59715

Subject: *Reflection on Final Portfolio*

Dear Professor Carnwath,

Contrasting the understanding for which I possessed upon the outset of the course and the competence I have now gained in my ability to fabricate technical documents as a consequence of taking *WRIT-221*, I can affirm that the toil was well worth the reward. Each assignment had its own unique set of challenges, wherein the completion of some was straightforward and others entirely foreign. In this document, by showcasing the best of my work this semester, I intend to reflect on how the exposure I have encountered has improved my understanding of different document types, the intended use of such document types, proper format and structure, and when to appropriately use formal and/or informal rhetoric.

The document which I have chosen to first exhibit is a **technical definition**. The success or failure of a definition is dependent on one thing; whether or not the information and/or directions are accurately perceived by the reader. But meeting this requirement is not as simple as breaking down components into singular pieces to be digested one at a time. The use case and the audience's level of knowledge play a significant role in determining the scope of instruction. My definition explains the term '*Flattening the Curve*' with regards to the COVID-19 pandemic. Using the expanded definition format, I included graphics for visualization and in-line hyperlinks to outsource related terms. The level of explanation is intended for first-time viewers. The reason that I chose this level of audience's prior knowledge is that my intention was to address the incorrect use of the term being used in mainstream news by describing each component bit-by-bit.

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does not match up to my own self-described experience. After completely redesigning my resume, my outlook on this document is much more positive. The format of my initial resume was too aesthetic. It was missing the most significant aspect, professionalism. So, I did away with the generic and cheap template look and established something clean, simple, and precise. Of all my documents, I believe that this document has improved the most from its first iteration. Now, it is in a condition that would not embarrass me to use in an application.

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River B. Kelly

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From: River Kelly

Date: September 18, 2020

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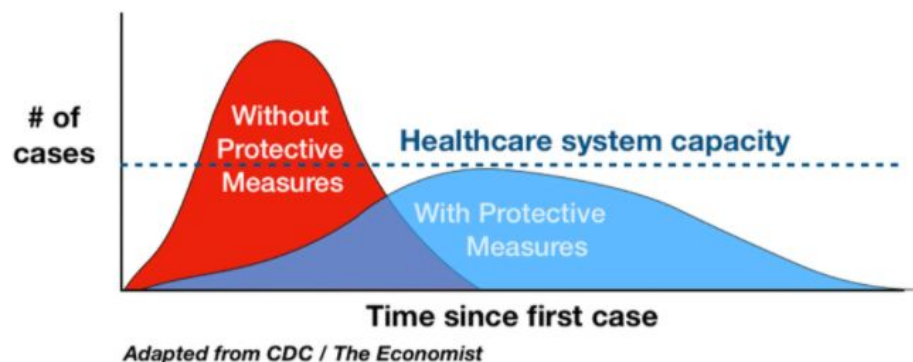


Figure 1 With and Without Protective Measures to Slow the Spread within Our Healthcare System Capacity

Dissonance: Referring back to (**Figure 1**), it is important to note that in each curve, the 'red' and the 'blue' or 'Without Protective Measures' and 'With Protective Measures', the number of infected cases stays the same. This is important because '*flatten the curve*' does not mean '*crush the curve*'. By instituting measures like [lockdowns](#), may spread the number of cases out over time, but it is not intended to reduce the total number of cases. According to an article, '*Timeline: How Coronavirus got Started*' (Schumaker), the United States declared a national emergency and a mandatory '15 days to slow the spread' on March 13, 2020. That was over 170 days ago, and the lockdowns are still in place all over the country.

Consequences: “The COVID-19 lockdown is responsible for both the loss of economic activity and human lives.” (Berezon) Two independent studies attempt to measure the results of the lockdowns in terms of “years of potential life lost” (YPLL). Their findings conclude that the Coronavirus lockdowns are costing more life-years than it saves.

Work Cited

1. Roberts, Siobhan. “Flattening the Coronavirus Curve.” *The New York Times*, The New York Times, 27 Mar. 2020, www.nytimes.com/article/flatten-curve-coronavirus.html.
2. Schumaker, Erin. “Timeline: How Coronavirus Got Started.” *ABC News*, ABC News Network, 28 July 2020, abcnews.go.com/Health/timeline-coronavirus-started/story?id=69435165.
3. Berezon, Alex. *Is the Coronavirus Lockdown Costing More Lives than It's Saving?* 27 May 2020, www.acsh.org/news/2020/05/27/coronavirus-lockdown-costing-more-lives-its-saving-14815.

River Kelly

123 Your Street
Your City, ST 12345
(123) 456-7890
email@example.com

EXPERIENCE

WealthVest, Bozeman — *Marketing Automation Specialist*

JUNE 2017 - DECEMBER 2018

Mass email creation and delivery oversight in Marketo. Direct to consumer pre-templated emails in Salesforce.

Rocking R, Bozeman — *Brand Ambassador*

JANUARY 2018 - JUNE 2019

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NOVEMBER 2015 - JUNE 2019

Holding a handful of officer positions, I developed leadership skills, the ability to effectively work in a team, and to properly reflect the image of the organization in public relations.

Balfour Leadership Training Workshop, Toledo — *Recruitment Chairman & Ritual*

AUGUST 2017

Held annually, the Balfour workshop is a fraternity sponsored event where each of the top five officers from every house across the nation attend to better their goals and skills for the upcoming year.

EDUCATION

Montana State University, Bozeman — *Senior in Computer Science*

AUGUST 2016 - PRESENT

SKILLS

ExpressionEngine CMS

Marketo Email Creation and

Analytics Reporting

Salesforce Reporting and

Development

PHP, HTML, CSS,

JAVASCRIPT, SQL, Java,

Python

AWARDS

Montana State 2017 Fraternity Member of the Year - Awarded by the Dea of Students to the most outstanding member for the year

Montana State 2017 Recruiting Excellence - Awarded by the Dean of Students to the fraternity with the best new class based on a number of factors.

River Kelly

123 Your Street
Bozeman, MT 59715
(123) 456-7890
river.kelly@student.montana.edu

4th October 2020

Media Net Link

2010 Crow Canyon PL
San Ramon, CA 94583

Dear Tom Brickley,

I am nearing the long awaited milestone of graduating university. I know that I am still a few months away, but it hasn't stopped me from poking my head out into the real world. Based on the trades I have acquired, I might just be the perfect fit for your Web Developer role.

Although my education is based on a wide variety of subjects, the area that I am most found is web application development. In my spare time, I have worked on various projects in a real-world hosted environment. Creating single page web apps using AngularJS, or custom add-on packages in ExpressionEngine CMS.

Moreover, I am interested in learning more about Media Net Link and how I may be able to bring my tricks of the trade to benefit the company.

Sincerely,

R.B. Kelly

River Kelly



MONTANA
STATE UNIVERSITY

Office of the President

Dear Bobcat Dorm Residents,

One of the main ties between each of the members in our community is our love for its thriving wildlife and untouched natural landscape that surrounds us. We are dedicated to preserving our environment and all of its beauty. If we do take the necessary steps, our kids and the following generations will not be able to appreciate what we have now.

Energy Research

Montana State University is the largest research and development entity of any kind in the state. "Energy Research Institute (ERI) engages students in its energy-related research at both the undergraduate and graduate levels." (1) If you are interested in the energy department, you can visit the [student involvement](#) to learn more.

Ways you can help

There is no need to drastically change your daily lives, but there are some minor steps you can take to help do your part in our mission to conserve energy:

- Limit shower to 10 minutes
- When brushing your teeth, turn off the faucet when not in use
- Turn off lights and other appliance when not in use
- Limit the number of appliances being used at the same time
- In the winter, turn your thermostat down at night
- Keep your windows closed to reduce excessive heating and cooling
- If you see something, say something!

We are very proud of the success so far, and we thank you for doing your part in helping us continue to reduce and conserve energy!

If you have any further questions or concerns, please feel free to contact me directly at wcruzado@montana.edu or you may contact Lee Spangler, Director of the Energy Department, at energy@montana.edu.

Sincerely,

Waded Cruzado
President, Montana State University

1. "Energy Research Institute." *Energy Research Institute - Energy Research Institute | Montana State University*, www.montana.edu/energy/.

Considering the material covered in class thus far, the skill/assignment that I feel has been the most beneficial toward improving my abilities as a writer has to be the complaint letter. I can honestly say that it was the first time that I had ever attempted to produce such a document. In contrast to some of the other class assignments, I have had internships wherein workplace emails/memos are manufactured on a daily. Because the nature of this document was foreign, it truly forced me to consider what rhetoric to be appropriate, or to what extent in detail can I describe my dissatisfaction without detracting from the overall formality.

The resume assignment has been the most challenging for me to complete. The purpose of any resume is to highlight your most predominant and valuable accolades. My problem is such that the majority of my outstanding achievements have grown distant due to my time attending University. The summer jobs that I have held over the last few years are nothing to brag about. I realize that my predicament is circular; I am unable to spend time expanding my resume because I am in school, which is to do exactly that. Yet, when I finally do collect my receipt, or as some like to call their diploma, that's still not enough to add to my resume! Attending school is already on my resume, and it may as well be one of the best items going for me.

From: MSU Writing Center noreply@mywconline.com
Subject: MSU Writing Center Session Notes
Date: November 17, 2020 at 10:04 AM
To: River Kelly rkelly.msu@gmail.com

MC

Session Notes

Writer: River Kelly

Date: November 17, 2020, 9:00am - 10:00am

Tutor: A.S.

Session Notes:

Hi River!

It was wonderful to meet you! For this session, we took a look at the feedback your professor gave you on your cover letter. The biggest one we worked with throughout the session was making your introductory paragraph more direct and confident, rewording things to play up your "hireability" and show that you're the best candidate. After that, we made notes here and there to include a couple more sentences and paragraphs, and workshopped the sentences you continued to write. Overall, I think it's a solid start, and as long as you follow her feedback and showcase your greatest qualities, you'll have a wonderful cover letter. I wish you the best of luck with working on it!

Have a good day,

Arnold

If you have questions or comments, you are welcome to reply to this email. Replies will go to our central Writing Center email account and be forwarded to the relevant tutors/staff.

This e-mail was sent through the WCONLINE® scheduling and recordkeeping system. To opt out from receiving these types of messages in the future, log in to <https://montana.mywconline.com> and then select 'Update Profile & Email Options' from the welcome menu.