
Decoding Job Descriptions

COL 499// Class Five: September 21,. 2016

Job Descriptions in a Nutshell

- Your reference guide to the position
 - Follow it as closely as possible
 - PRO TIP: Write down real examples from your life next to responsibilities and desired qualities
 - They can be sneaky!
 - Adjust your content to the job description
 - Keywords
 - Tone and style
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Examples

Straight Forward

- [Software Engineer: Snapchat, Inc.](#)
- [Audio Concept Developer/Engineer: HARMAN International](#)
- [Software Engineer: Blizzard Entertainment](#)

Ambiguous

- [UX Designer: HBO](#)

Unconventional

- [Junior FX Artist - DreamWorks Animation India Unit](#)
 - [Illustrator - Riot Games](#)
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Cover Letters

Purpose and Expectations of a Cover Letter

Explains the “Why” behind the “What”

Subjective document

“I” statements are permitted

Modified to the job description

Compliments your resume, does not repeat it

Writing Sample

Layout/Specs

Matching header as resume

Date of Submission

Employer contact info

Salutation and (:

Introduction (2-3 sentences)

Who you are

The job you're applying for

Who you know (if applicable)

Thesis statement

- Why are you qualified
 - Serves as a guide for the rest of the cover letter
 - Be selective
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Body Paragraphs (4-5 sentences)

1 - 2 skills per paragraph

- Skills are decided based on job description
 - Use a Word Cloud Generator
- Evidence driven
- Refer to your resume, do not repeat it

Lather, rinse, repeat.

Closing Paragraph (2-5 sentences)

Wrap it up!

- No new information at this point
- Reiterate your “thesis”

Incorporate information about the company AND how you contribute to that

Say thank you :)

Signature

Cover Letter Variations

Traditional and less visually appealing

Segmented by skill set
