

Comm 2216 Job Application Package Assignment

Job Application Package Submissions

For the first module of Comm 2216 you will work on a full job application package:

- Job ad
- Résumé
- Cover letter
- Job interview
- AI acknowledgement.

Job ad (required but no marks assigned)

Fill out the worksheet for the kind of job that you would like to have after you graduate or for the kind of co-op position you plan to apply for. Submit a job ad to which your résumé and cover letter will respond specifically.

Résumé and cover letter (20 marks)

Craft a résumé and cover letter tailored to a specific job and company (see Job Ad above). The résumé will be tailored to the job, the cover letter to the job and company.

Because you are welcome to use AI and many of you are getting help through CST, the grading of the résumé and cover letter will not be based solely on the quality of their writing and formatting but also on your understanding of the higher order design and communication principles that make these documents work. I'll be checking how you tailored the letter especially to the requirements of the job ad.

Also, if you found a conflict between the advice provided through the co-op placement program and the comm course, or you decided not to follow one of my guidelines (e.g. about not including a Profile in your résumé because you are also writing a letter), please indicate why you did so in a marginal editorial notes (Ctrl + Alt + M [Word and Google docs]).

You won't lose marks if you have a good reason; I just need to know that I am looking at a reasoned decision, not an oversight.

Job interview (10 marks)

We will do round-robin group interviews in lab.

AI acknowledgment (required: no marks for providing it; marks lost for not providing it)

If you use AI, you must acknowledge that you have done so. Remember that Grammarly integrates AI, so use of Grammarly or similar help will also have to be acknowledged. You will not lose marks for using these tools; however, failure to acknowledge the use of AI violates BCIT's academic honesty policy.

The following are examples of how to properly acknowledge the use of AI in an assignment. The key is that you include (1) an acknowledgment, (2) your actual prompt, and (3) what you did with the result produced by AI (if anything):

Sample 1

I put my outline (See 1 Outline) into ChatGPT and used the following prompt:

“Write the email based on this information. Keep the content in the same order.”

The output felt wordy to me and seemed repetitive (See below), so I used the following prompt:

“Rewrite the above to make it more concise.”

This made the email sound a little too curt, so I used the following prompt:

“Rewrite the above using a more conversational and friendly tone”

This created what I thought was a pretty good, near-final draft and I did a little editing on my own to improve the tone and express what I thought was a more friendly relationship with the reader (see 3 Final Draft).

Sample 2

I put my outline (See 1 Outline) into ChatGPT and used the following prompts:

“Write the email based on this information. Keep the content in the same order.”

For the result, see below:

“Rewrite the email above to sound more conversational.”

“Reproduce the email above, but include an invitation to a meeting in the closing paragraph.”

Then I slightly edited the AI draft to better reflect my own voice (See 3 Final draft).

Sample 3

I wrote the entire thing on my own. Please have mercy.

Please put this acknowledgement in the submission folder’s comment window, not in the actual submitted documents (the résumé and cover letter). Alternatively, submit the acknowledgement as a separate document.