

December 11, 2015

Dr. Jim Haendiges
Dixie State University
St. George, UT 84790

The intent of this letter is to provide a reflection of English 3010. I will describe some of things that I learned and go over some of the projects that I worked on.

As an English 3010 student, I learned about the many different aspects of writing in professional environments. From post-it notes to termination letters, Tweets to text messages, communication can come in many forms at work. We read about and discussed these forms of writing and even implemented a few such as a resume and a personal memo.

The resume in particular was a very helpful exercise. As I am nearing the end of my college education, finding a job in the same field as my degree, Computer Science, has become a top priority. Crafting a resume is not an easy task so this class could not have come at a more perfect time. The in-class lectures and the textbook were extremely helpful. I am very pleased with both my cover letter and my resume that came as a result of taking this class and have already submitted them to potential employers with some mild success.

Writing in the Professions is a course that I think every person that will, or does already, hold a job should participate in. Because there are so many ways of communicating with your employers, colleagues, and employees, it is helpful to know which avenues are appropriate for different situations and how to use them correctly. I think that I am and will be a better communicator at work because of my experience in this class.