WRIT 220 Direct Correspondence Assignment: Job Package
Due: January 31 (through Blackboard by midnight)
Value: 15%

Task

- Find a posting for a job in your field. Some useful places to look are monster.ca, indeed.com, and workopolis.com.
- The job should be something you could apply for after completing your program: related to what you've studied and appropriate to your qualifications.
- Complete Job Exercise #3 (see Blackboard → Assignments).
- Prepare a cover letter and resume in direct response to this job. **Each document should be one page in length.**
- Submit a package including the job posting, Job Exercise #3, a cover letter, and a resume through Blackboard. **Do not submit a link:** provide the posting as a CLEAR photo file or .pdf.

Strategy

- Resume: if you already have a resume, you're welcome to use it. Be sure to consider whether it matches up with the design principles discussed in class and take a look at the samples on Blackboard.
- Cover letter: tailor your letter to a specific posting. Use the direct structure and what we've learned about business letter format, as well as the samples for different industries from the Career Centre (see Blackboard).

Tip

- There are many ways to present both of these documents; for our purposes, focus on clarity and consistency, as well as applying class material. Review the materials from Weeks 2-4 as needed.

Assignment Checklist

- ☐ Find a job posting relevant to your field (at the appropriate level)
- ☐ Complete Job Exercise #3 (Blackboard → Assignments)
- ☐ Prepare a cover letter for this posting
- ☐ Prepare or update a resume for this posting
- ☐ Ensure both documents follow the appropriate format and design principles and are approximately one page each