

Unit 1 Reflection

Honestly, I found this first unit more helpful than I thought it would be. I benefitted greatly from each of the assignments.

From the Professional E-mail assignment, I actually already gained skills from previous experiences that I came in well-prepared to complete the assignment with ease. I didn't gain too much with doing that assignment, however, I thought that it was a good first way to start off the course. Next with the Job-Organization Description Report, researching a potential internship at an interested company that I'm looking into already, beneficially expanded my knowledge for the near future just in case. Creating the report motivated me to start looking more into a summer internship that I am actually wanting to experience after this current school year. Since the Letter of Recommendation assignment is not due till after this reflection is due, finally with the resume and cover letter, these assignments helped me the most outside of this Writing in Business course so far. I was planning on going to the career fair for the first time later this. I wasn't confident with my writing skills and was also nervous if I would be fully prepared when the fair comes around. However, after this course, I am confident after completely and finishing the resume and cover letter with more effort than I would have if it was just an ordinary class assignment honestly.

Overall, even though this unit may have not been the most exciting or intriguing unit, I greatly appreciated this first unit in helping me prepare for my hopes in gaining a 2016 summer internship, with first starting with the career fair.