Genesis Grant

ENGL 362

**PART 1**

Resume Evaluation

1. Out of the 5 resumes analyzed, I believe the 3 candidates with the most convincing resumes were Xavier Norris, Keshawn Thomas Nettles and Arika Gabrielle Moore. First, I believe Xavier would be a good candidate because based on his resume he has experience in Management and majored in Political Science with a concentration in information management technology, showing he has in depth education and knowledge within what the company is asking. Quickly scanning at the resume, it is very visually appealing and organized; I also liked how he included detailed information including data, time periods, how he helped the company, etc.

I believe Keshawn would also be a good candidate because like Xavier, his resume was very organized and easy to navigate. It was not too long but instead noted necessary information about himself. His major and experience aligns with what the company was looking for including majoring in Economics and volunteer work and experience within his community, as well as it helps he has skills with Microsoft and other applications.

Finally, I believe Arika would be a good candidate because like the last resumes, I enjoyed how her resume was very organized. Particularly, in Arika’s resume I liked how she specifically highlighted her experience in Marketing and Communications; I felt as though this helped to spotlight her as those skills were exactly what the position was looking for. By highlighting her experience in those fields, she was able to more effectively sell us why she is more qualified for the position.

1. These resumes effectively met content and appearance expectations through organization and easy to read format. Each resume that was chosen had sections organized by the information, for example sections like experience, education, etc. This format helped to give a quick synopsis of what the individual had been focusing on. What I also believe helped was bolding and italicization; this helped to keep small details organized in a professional manner. Finally, each person listed in concise and short but detailed sentences/phrases what they contributed to an organization, experience, etc. This helped to efficiently get their point across, and in Akira’s resume she helped to sell herself even more by detailing where she has worked and contributed within the specific fields the job posting was asking for.
2. The resume I would perceive as least convincing was Rhonda’s. The font and thickness of the text made it difficult to read and want to read, also not highlighting requested experience or characteristics of job posting. She did not emphasize or try to narrate herself as an experienced candidate, only documenting undetailed sentences like “did some writing and assessment”. It was not organized, and some parts were completely unnecessary. For example, Rhonda included personal data like weight and height, when employers will most likely not care for that type of information. There are also spelling errors (“Bowei”) and possible vocabulary errors (“furnished” in the references). Rhonda would not be a suitable candidate for the first round as there seems to be many revisions she could make.

Comparative Analysis

A. I believe Akira’s resume was the most convincing. Compared to my personal resume, I would say we have the same organization and sentence formatting. But, I believe I have learned how to update my resume more from Akira’s resume. Her resume had more finite details but still short and to the point. She also marketed herself to the job posting. I find that when applying to more opportunities more centered towards tech that would be beneficial in order to show myself as a highly qualified candidate with adjoining experience and education.

B. Compared to my personal resume, the three I chose as the most persuasive have similar qualities to mine. In terms of format, I have divided my resume into bolded sections such as experience, education, a short synopsis about myself, skills etc. Again, something I would change about my personal resume compared to Akira’s was how she organized based on certain experiences pertaining to the job posting. I would instead highlight computer technology skills. This could include programming experience, technology opportunities, etc. Compared to the two that I deemed needed more revisions, I would say that I learned to shorten my sentences. While reading the two other resumes, I realized they were running on and made me less impressed than I was seeing the format. This made me realize that real recruiters may also take note of that, giving me grammatical guidance.

C. From this module and activities, I have learned invaluable information to apply to my own resume. Including using concise vocabulary and grammar to keep reader interested in my resume, a bold and easy to read resume format including bolding and headers to keep track of each section and resisting putting unnecessary information about myself to take away from my main skills.

**PART 2**

Questionnaire

**I chose POSITION 2.**

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| 1. If Bobby Newton is your boss and the person who makes the final  decision about hiring you for this position, who is Bobby Newton?  a) Indicate the name of the company.  b) Indicate Bobby Newton’s position. | a. The name of the company is Quality Technology.  b. Bobby Newton’s position is Project manager of the specific group I will be working with. He leads a team of employees with diverse backgrounds in information technology and computer science. |
| 2. Enter the appropriate salutation or greeting you are expected to  use in a formal business letter. | Here are a few examples of appropriate salutation or greetings when writing business letters:  Good morning,  Good evening,  Dear ….,  To whom it may concern,  I hope this email finds you well |
| 3. What is the position to which you are applying? Where did you  find this position? | The position to which I am applying is Applications Software Developer Intern with positions in Bowie, MD and New York, NY. I found this position from my school’s career fair, emails and job postings throughout the school. |
| 4. Look at the job posting that you selected. Re-read it carefully.  What are you most excited about with this role and this  company? Why did you choose this position? List 3-4 details | I chose position 2 because I am excited at how diverse the company is. I enjoy that the company describes AI, networking, and security within its description this will help me feel comfortable because I already have prior knowledge in these fields. I feel as though I will grow within the company no matter where I am assigned. Also, I enjoy working within a team, especially when I am beginning in a new role. Working within a team helps influence collaboration, comfortability, brainstorming and problem solving. I chose this position because I feel comfortable with prior learning in the fields they are asking for and feel as though I am ready to learn more. |
| 5. What are the educational requirements for this position? How  has Bowie State University prepared you to meet the educational  requirements for this position? | The educational requirements for this position is a degree (B.S. or B.A. in computer science), programming knowledge, prior knowledge in networking, protocols, AI and machine learning, etc. and communication and team skills. Bowie State University has helped me meet these educational requirements for this position by immersing me into environments where collaborating and curriculum learning are viable in order to succeed within the classroom. From group projects, studying, completing assignments, assessments, etc. |
| 6. Create a list of some of your educational courses taken so far.  What courses have you taken directly align with the requirements  for this position? | -CTEC 120 & 220 : Java programming classes, helped to create a foundation of java programming language, rules and practices.  -CTEC 222: Linux operating systems, helped create a foundation of Linux commands and rules.  -CTEC 345: Foundations of Comp and Networking Security, emphasized OSI 7 layer model, networking topologies, rules and protocols. |
| 7. Look at the words used in the position description. What are the  key capabilities, skills and experiences required in this role? | As described in the position description, the key capabilities, skills and experiences required for this role include importance of collaboration and team skills, foundation and understanding of computer science and technology topics and understanding the company role in business. |
| 8. Create a list (3-4 items) of some of the work experiences you've  had which showcase your capabilities (ex. Cashier at Wendy’s,  manager at Target…). In parenthesis after each item on your list,  highlight which capabilities, skills, duties, or requirements from  the job ad align with your experiences. | **-**Wendys Team Member  (team collaboration,  Multi tasking in variety of jobs,  Customer service and communication skills)  -Bowie State University Computer Technology Tutor  (collaboration, people skills, overall understanding of technology topics in order to help others)  -MITRE Cyber Intern  (understanding of cyber security topics, machine learning and artificial intelligence topic background, networking,  As well as colloraborated with other students from other schools and backgrounds to innovate and find solutions to our given tasks) |
| 9. What is the team role are you serving in for your group in this  class (quality control specialist, communications coordinator,  team scheduler, team peacemaker, or team manager)? What  work, volunteer, or educational experiences do you have that  qualify you to serve as the best candidate for this role? | I serve as the team scheduler. I have experience working in many teams with many different personalities and work ethics. I believe I have always maintained keeping everyone together and on time with producing their work on time and efficiently as a group. This varies from working in fast food to working at a top innovation and solutions company. |
| 10. What is unique about you that you want to shine through in this  letter? What do you want this employer to know about you that  sets you apart from other candidates applying for this position? | I believe I exhibit ambitious and collaborative qualities that will add to a group rather than create conflict. Paired with my intricate and deep past in technology, engineering and related topics, I will be a great addition to a team or individual work because I am very dedicated and interested in the field. |
| 11. Are there any other topics that should be addressed (long gaps in  employment? Little or no work experience? Change in career)? | Gaps within college from working other jobs not related to technology. |
| 12. How can you be contacted for an interview or if the hiring  manager has any questions regarding your information? A  working telephone number as well as an email should be given  primary importance. | To reach me at my soonest availability, I can be reached through my daytime phone: 301.335.2349 or my personal email: gggrant@yahoo.com |