



ENGR 361: Scientific Research Communication

Assignment #2 – Preparation Exercise, Résumé (or CV), and Cover Letter

Complete the preparation exercises, then prepare your résumé/CV and cover letter for a specific position. Use the Handbook of Technical Writing text for reference (pages 114–115 and 484–502).

Submit the following:

- the position or purpose description (described below)
- the preparation exercise (described below)
- a one-page cover letter
- a one-page résumé or a CV (multiple pages accepted for CV)

Submit electronic copies in the DropBox folder on BeachBoard prior to class.

You will be graded on submission of all completed documents by the assigned deadline, and on the quality of your work (readability, spelling, syntax, and aesthetics).

Position Description:

Based on your interests and career aspirations, search job boards (Indeed.com, LinkedIn.com, or other engineering job boards) to find an entry-level position or internship that matches your skill set.

Preparation Exercise (10 pts):

As you prepare your résumé/CV and cover letter for your chosen opportunity, consider and answer the following questions. Answer using complete sentences.

1. Job position description and Link (from the job you selected in your search)
2. Why am I interested in this opportunity?
3. What are my skills and strengths, and how are they a good match?
4. How can I contribute to the organization?
5. Who is my reader?
6. What information does my reader want?
7. What will the reader do with this information?



CALIFORNIA STATE UNIVERSITY LONG BEACH

COLLEGE OF ENGINEERING

ENGR 361 RESUME RUBRIC

	EXCELLENT 18-20 pts	VERY GOOD 16-18 pts	SATISFACTORY 14-16 pts	NEEDS IMPROVEMENT <14 pts
OVERALL APPEARANCE	EXCELLENT Typed Resume covers 1 page and is not overcrowded Information is organized in a way that serves the purpose of the document	VERY GOOD Typed Resume fills the page but too much white space exists in document Information is mostly organized in a way that serves the purpose of the document	SATISFACTORY Typed Resume almost fills page but has uneven spacing and/or slightly too much white space Information is somewhat organized in a way that serves the purpose of the document	NEEDS IMPROVEMENT Typed Resume does not fill the page Information is not organized in a way that serves the purpose of the document
JOB SPECIFIC INFORMATION	EXCELLENT All action phrases used to describe duties and skills Information demonstrates ability to perform the job Professional terminology used when describing skills	VERY GOOD 1-2 duties/skills lack action phrases Information indicated ability to perform the job Some professional terminology used when describing skills	SATISFACTORY 3-4 duties/skills lack action phrases Some information indicates ability to perform the job	NEEDS IMPROVEMENT 5-6 duties/skills lack action phrases Information does not clearly demonstrate ability to perform the job
RESUME CONTENT	EXCELLENT Heading, objective, skills, experience, and education covered in detail Extra information given to enhance resume	VERY GOOD Heading, objective, experience, skills and education covered in some detail Extra information given to enhance resume	SATISFACTORY Heading, objective, experience and education covered with little detail Minimum extra information given to enhance resume	NEEDS IMPROVEMENT Missing one of the following: heading, objective, experience, or education No extra information given to enhance resume
SPELLING AND GRAMMAR	EXCELLENT No spelling errors No grammar errors	VERY GOOD 1-2 spelling errors 1-2 grammar errors	SATISFACTORY 3-4 spelling errors 3-4 grammar errors	NEEDS IMPROVEMENT 5-6 spelling errors 5-6 grammar errors
CONSISTENT, APPROPRIATE FORMATTING	EXCELLENT All formatting is consistent throughout the document Balanced margins with eye appeal Format highlights strengths and information Appropriate fonts and point size used with variety	VERY GOOD Almost all formatting is consistent throughout the document Balanced margins Format highlights strengths and information adequately Appropriate fonts and point size used with variety	SATISFACTORY The document contains significant inconsistencies in formatting Balanced margins Format highlights strengths and information somewhat	NEEDS IMPROVEMENT Formatting is very inconsistent and margins are inappropriate Formatting choices interfere with the purpose of the document



CALIFORNIA STATE UNIVERSITY LONG BEACH

COLLEGE OF ENGINEERING

ENGR 361 COVER LETTER RUBRIC				
	EXCELLENT 30-33 pts	VERY GOOD 26-30 pts	SATISFACTORY 23-26 pts	NEEDS IMPROVEMENT <23 pts
tone and content	EXCELLENT Letter is enthusiastic and encourages the reader want to learn more about the applicant. Letter contains sentiment or information not included in the resume.	VERY GOOD Letter is enthusiastic but does not encourage the reader to learn more OR letter does not add anything to the information already contained in the resume	SATISFACTORY Letter is friendly but a little boring	Needs Improvement Letter is uninteresting and/or unfriendly
writing mechanics	EXCELLENT No spelling, grammar or usage errors	VERY GOOD 1-2 spelling, grammar or usage errors	SATISFACTORY 3-4 spelling, grammar or usage errors	NEEDS IMPROVEMENT 5-6 spelling, grammar or usage errors
format	EXCELLENT Letter follows all standard formatting for a formal letter.	VERY GOOD Letter follows almost all standard formatting for a formal letter, but there is one or two small errors such as where the date or signature is placed.	SATISFACTORY Letter follows almost all standard formatting for a formal letter, but student has made one or two major errors such as leaving out the address of the employer or choosing an inappropriate closing.	NEEDS IMPROVEMENT Letter does not follow standard formatting for a formal letter