

597 Writing Assignment 2 Cover Letter and Writing Sample



First: draft a cover letter that addresses the qualifications listed on an announcement for a job in your field. You can use a job posting for a currently offered position or one advertised in the past 2 months. Include the job posting with your cover letter assignment. The components of a cover letter are described below.

Second: draft a writing sample for your potential employer. Your sample is demonstration that your communication skills are strong. This gives you a chance to connect by showing your background and interests.

The writing sample should be approximately 500 words. You will discuss an issue such as climate change that is having or could have a significant effect on an underserved community and then suggest possible solutions that can help address the issue. Note: an underserved community is a population that is insufficiently provided with services: education, technology, and opportunities in general. Barriers or challenges can be related to economics, geography (e.g. rural communities), age, culture, gender among other factors.

What are the key features surrounding the issue? Focus on a specific situation to avoid an overly broad essay. Use source material so your essay reflects an initial research effort (3 citations – credible sources, published in 2021 onward).

Specifications

- Include Statement of Originality (applies to both components)
- Cover letter, job posting and writing sample should be in one document file
- Cover letter should be one page and the writing sample should be around 500 words (single-spaced, double-space between paragraphs), 3 credible citations from 2021 onward). If you need help evaluating the appropriateness of your sources, see: <https://libraries.usc.edu/tutorial/evaluating-sources>

Organization of Cover Letter and Writing Sample

1. **Cover Letter:** conventional format (see Ch. 12 of textbook)
 - First Paragraph: note the position, introduce yourself and your intention
 - Second and Third Paragraphs: persuasive examples of your experience
 - Final Paragraph: next steps, polite close
2. **Writing Sample:** essay format (“Writing Sample of Your Name” as title)
 - Identify a **specific** issue: (e.g. access to safe water in Brazil) and describe potential ways to address the issue