

WRITER'S CHECKLIST

Résumé

- ☐ Does the résumé include appropriate keywords? (p. 397)
- ☐ Does the identifying information contain your name, address(es), phone number(s), and email address(es)? (p. 398)
- ☐ Does the résumé include a clear summary of your qualifications? (p. 398)
- ☐ Does the education section include your degree, your institution and its location, and your (anticipated) date of graduation, as well as any other information that will help a reader appreciate your qualifications? (p. 399)
- ☐ Does the employment section include, for each job, the dates of employment, the organization's name and location, and (if you are writing a chronological résumé) your position or title, as well as a description of your duties and accomplishments? (p. 400)
- ☐ Does the interests-and-activities section include relevant hobbies or activities, including extracurricular interests? (p. 402)
- ☐ Have you omitted any personal information that might reflect poorly on you? (p. 403)
- ☐ Does the résumé include any other appropriate sections, such as skills and abilities, military service, language abilities, or willingness to relocate? (p. 404)

Job-Application Letter

- ☐ Does the letter look professional? (p. 411)
- ☐ Does the introductory paragraph identify your source of information and the position you are applying for, state that you wish to be considered, and forecast the rest of the letter? (p. 412)
- ☐ Does the education paragraph respond to your reader's needs with a unified idea introduced by a topic sentence? (p. 412)

- ☐ Does the employment paragraph respond to your reader's needs with a unified idea introduced by a topic sentence? (p. 412)
- ☐ Does the concluding paragraph include a reference to your résumé, a request for an interview, your phone number, and your email address? (p. 412)
- ☐ Does the letter include an enclosure notation? (p. 412)

Preparing for a Job Interview

Did you

- ☐ study job interviews? (p. 413)
- ☐ study the organization to which you applied? (p. 413)
- ☐ think about what you can offer the organization? (p. 413)
- ☐ study lists of common interview questions? (p. 413)
- ☐ compile a list of questions you wish to ask? (p. 413)
- ☐ rehearse for the interview? (p. 414)

Follow-up Letters

- ☐ Does your letter of appreciation for a job interview thank the interviewer and briefly restate your qualifications? (p. 414)
- ☐ Does your letter accepting a job offer show enthusiasm and repeat the major terms of your employment? (p. 414)
- ☐ Does your letter rejecting a job offer express your appreciation for the offer and, if appropriate, explain why you are declining it? (p. 415)
- ☐ Does your letter acknowledging a rejection have a positive tone that will help you maintain good relations? (p. 415)

EXERCISES

For more about memos, see Ch. 14, p. 372.

1. Browse a job-search website such as Indeed.com. Then, list and briefly describe five positions being offered in a field that interests you. What skills, experience, and background does each position require? What is the salary range for each position?
2. Locate three job websites that provide interactive forms for creating a résumé automatically. In a brief memo to your instructor, note the three URLs and describe the strengths and weaknesses of each site. Which job board appears to be the easiest to use? Why?

3. The following résumé was submitted in response to this ad: “CAM Technician to work with other technicians and manage some GIS and mapping projects. Also perform updating of the GIS database. Experience required.” In a brief memo to your instructor, analyze the effectiveness of the résumé. What are some of its problems?

Kenneth Bradley
530 Maplegrove Bozeman, Mont. 59715 (406)-484-2916

Objective Entry level position as a CAM Technician. I am also interested in staying with the company until after graduation, possibly moving into a position as a Mechanical Engineer.

Education Enrolled at Montana State University
August 2013- Present

Employment Fred Meyer
65520 Chinden
Garden City, MT
(208)-323-7030

Janitor- 7/12-6/13
Responsible for cleaning entire store, as well as equipment maintenance and floor maintenance and repair.

Assistant Janitorial Manager- 6/13-9/13
Responsible for cleaning entire store, equipment maintenance, floor maintenance and repair, scheduling, and managing personnel

Head of Freight- 9/13-Present
In charge of braking down all new freight, stocking shelves, cleaning the stock room, and managing personnel

Montana State University
Bozeman, MT

Teachers Aide ME 120- 1/12-5/12

Teachers Aide ME 120
In charge of keeping students in line and answering any questions related to drafting.

References Timothy Rayburn
Janitorial Manager
(406)-555-8571
Eduardo Perez
Coworker
(406)-555-2032

4. The following job-application letter responds to this ad: “CAM Technician to work with other technicians and

manage some GIS and mapping projects. Also perform updating of the GIS database. Experience required.” In a brief memo to your instructor, analyze the effectiveness of the letter and suggest how it could be improved.

530 Maplegrove
Bozeman, Mont. 59715
November 11, 2015

Mr. Bruce Hedley
Adecco Technical
Bozeman, Mont. 59715

Dear Mr. Hedley,

I am writing you in response to your ad on Monsterjobs.com. Would you please consider me for the position of CAM technician? I believe that my academic schooling at Montana State University, along with my work experience would make me an excellent candidate for the position.

While at Montana State University, I took one class in particular that applies well to this job. It was a CAD drafting class, which I received a 97% in. The next semester I was a Teachers Aid for that same class, where I was responsible for answering questions about drafting from my peers. This gave me a much stronger grasp on all aspects of CAD work than I could have ever gotten from simply taking the class.

My employment at Fred Meyer is also a notable experience. While there is no technical aspects of either positions I have held, I believe that my experience there will shed light on my work ethic and interpersonal skills. I started out as a graveyard shift janitor, with no previous experience. All of my coworkers were at least thirty years older than me, and had a minimum of five years of janitorial experience. However after working there for only one year I was promoted to assistant manager. Three months after I received this position, I was informed that Fred Meyer was going to contract out the janitorial work and that all of us would be losing our jobs. I decided that I wanted to stay within the company, and I was able to receive a position as head of freight.

The enclosed resum  provides an overview of my education and work experience. I would appreciate an opportunity to meet with you at your convience to disscuss my qualifications for this position. Please write me at the above address or leave a message any time. If you would like to contact me by email, my email address is kbradley@montanastate.edu.

Yours truly,
Ken Bradley

5. How effective is the following letter of appreciation? How could it be improved? Present your findings in a brief memo to your instructor.

914 Imperial Boulevard
Durham, NC 27708

November 13, 2015

Mr. Ronald O'Shea
Division Engineering
Safeway Electronics, Inc.
Holland, MI 49423

Dear Mr. O'Shea:

Thanks very much for showing me around your plant. I hope I was able to convince you that I'm the best person for the job.

Sincerely yours,

Robert Harad

6. In a newspaper or journal or on the Internet, find an ad for a position in your field for which you might be qualified. Write a résumé and a job-application letter in response to the ad; include the job ad or a photocopy. You will be evaluated not only on the content and appearance of the materials, but also on how well you have targeted them to the job ad.



CASE 15: Identifying the Best-of-the-Best Job-Search Sites



After the director of the Career Center at your school visits one of your classes, you decide to visit the Career Center's website. You study the available resources, but you find that they don't offer as much support as you and your fellow classmates need navigating the online job-search environment for the first time. You decide to write the director with your concerns. She agrees with your critique and asks you to research online information about job searching and begin putting together a new job-search resource for seniors at your college. To get started with your project, go to "Cases" under "Additional Resources" in Ch. 15: **macmillanhighered.com/launchpad/techcomm11e**.