

Work Procedure Formatting¹

Reflection Memo	250-500 words
Cover Letter	300-500 words
Genre Imitation	800-1000 words
Genre Presentation	5-8 minutes

Both in upper-level classes and in many jobs, you will be asked to perform a task or write in a genre with which you are unfamiliar. This assignment is a way for you to put some of the skills you are learning in this class to the test and learn how to do something new on your own. Ideally, you will always have help in guidance (and in fact, you are encouraged to speak with people who are already working in your field who might be able to share some of their writing experience and even examples of genres they have been asked to write in), but you will also need to be self-sufficient to some degree. Here is a chance to show yourself that you are better at this than you might think.

Further guidance for 2 of this assignment's 4 main components is below. I've modeled the formatting you should use for each component.

Always submit Word documents so your readers (me and your peers) can provide in-line comments easily. Use Times New Roman and single space everything. The deliverables to this first major assignment are outlined and explained further on the subsequent pages of this document.

¹ Special thanks to John Dudek for creating this formatting guide.

Job Description

Chances are that you've already seen a few job postings in your life. For this assignment, find a full time job that requires at least a bachelor's degree—in other words, a job you would like to get but for which you are not yet qualified. Annotate that Job Description.

- ★ [HigherEdJobs](#) -- Specific to the field of Higher Education
- ★ [Idealist](#) -- Specific to non-profits, volunteering, and some government jobs
- ★ [Indeed](#) -- an versatile, if not targeted, job aggregator
- ★ [Review.com](#) -- Review.com's list of thirty-ish best job application sites, to help you find the best site for you
- ★ [USAJobs](#) -- A specialized listing of Federal government jobs

Once you have completed your annotations, go back to the Memo format from the Onboarding Process Formatting Guidelines and adapt it to write your Reflection Memo.

From: [your name]
To: [recipient's name]
Subject: [Job Title] Application

Dear [Hiring Manager's name or "Review Committee"],

I am writing in application for the [Position] for [Organization]. After reading about the position, I decided to contact you immediately. [Here, you might list a few key skills that might make you stand out or about which you are particularly passionate. Highlight just one or two key interests and show your enthusiasm for this specific job.]

Then write the rest of the letter. You might start with earlier experience, showing where you got your start. You could also start with the most relevant experience, that which you feel will make you stand out. Now is a good time to be detailed. You have probably included the position on your resume, so now you need to tell them exactly what you did in that position and how those skills will contribute to the organization to which you are applying based on the job description.

Split up paragraphs by types of jobs or by individual jobs, depending on many positions you feel it is important to highlight. For instance, I separate academic experience from internships and professional experience. You might also separate paragraphs chronologically, grouping earlier experiences and later experiences separately.

Finish by thanking them for their time and offering to contact them to check that they received your materials. Always follow-up! And let them know you are going to follow-up so it doesn't feel like you're pestering them.

Sincerely,

[Full Name]
[email]

Genre Imitation and Presentation

Since the idea is to learn a new genre, I cannot provide much guidance on how you will format these deliverables. Consider making a guide like this of your own once you have deconstructed the genres in which you intend to write.

For the presentation, consider how you have seen others teach. What has been effective? What ineffective? You might even look to a favorite Ted Talk or video to try out a different and promising presentation method.