

English 403 – Professional and Technical Writing for ESL Students
Summer 2009, Washington State University
Section 03: MTWRF 3:00-4:15, CUE 412

PROJECT #3: Employment Portfolio

NOTES and DUE DATES

- The overall value of Project #3 is 20%
 - General Résumé 35%
 - Cover Letter 10%
 - E-Mail Requesting a Reference 10%
 - Responses to Interview Questions 10%
 - Memo to Julie 35%
- E-mail your documents as attachments to julie_meloni@wsu.edu by **11:59pm on Friday, July 10th**.
 - NOTE! If you would like me to look at drafts, we have two lab days: July 9th and July 10th.

OVERVIEW

The process of obtaining employment is just that: a process. There are many steps in this process, and by carefully maneuvering through the process you can obtain the job you really want. For instance, first you must know the types of jobs you want—hopefully you will limit your search to those jobs you can do really well! Next, you find companies you want to work for and who happen to have job openings that match your skills. After finding the perfect match of company and position, you have to convince the employers to consider you for the job. That's where this employment portfolio comes in—you'll have pieces which will help you get an interview, and you will be prepared through your research to actually succeed in the interview.

The elements of this employment portfolio are as follows:

- A **general-purpose résumé**, ready to turn into a position-specific resume if necessary
- A **cover letter**, responding to a job or internship posting (you don't have to send this letter)
- An **e-mail** asking an employer, supervisor, or instructor for a reference (you don't have to send this e-mail)
- Written **responses** to seven interview questions (selected from a list of 100, which I will provide)
- A **memo**, addressed to me, which does the following:
 - Provides an overview of a job posting that you selected
 - Provides an overview of what you know about the company
 - Describes the choices you made when creating your resume
 - Addresses the content of your cover letter and why you chose to highlight the things you did.