

# Final review, Job Materials Assignment, ENG 381

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

This review is admittedly brief. If you would like detailed comments, just ask.

## Objectives

Objective	Performance
Present detailed information about your qualifications (5a)	
——in a usable manner (1a)	
——using subheads, lists, and/or tables (5d);	
Persuade the reader that you are worthy of an interview for the targeted position (1b);	
Be honest about your abilities and qualifications (2a);	
Customize your work for the audience which will be evaluating your materials (1c);	
Work with two genres, the business letter and résumé	
——adapting common superstructures to meet your needs (3a & 3b);	
Design documents in an effective, eye-pleasing style (4a).	

## Letter

- |   |  |
|---|--|
| <input type="checkbox"/> Use conventional business letter format      | <input type="checkbox"/> Use common letter structures        |
| <input type="checkbox"/> Address a specific individual if you can     | <input type="checkbox"/> Use topic sentences and signposting |
| <input type="checkbox"/> Close your letter in reader-centered fashion |  |

## Résumé

- |   |  |
|---|--|
| <input type="checkbox"/> Adapt résumé categories & order to meet your needs | <input type="checkbox"/> Don't double-dip                            |
| <input type="checkbox"/> Use reverse chronological order for most lists     | <input type="checkbox"/> Use all horizontal space                    |
| <input type="checkbox"/> Differentiate headings & subheads visually         | <input type="checkbox"/> Use résumé style (past tense, brief, lists) |
| <input type="checkbox"/> Include three to five references                   |  |

## Both

- |   |   |
|---|---|
| <input type="checkbox"/> Eliminate older things in favor of new | <input type="checkbox"/> Briefly describe specific items    |
| <input type="checkbox"/> Never use Word templates               | <input type="checkbox"/> Use appropriate, contrasting fonts |
| <input type="checkbox"/> Email electronic copy                  | <input type="checkbox"/> Documents in folder or envelope    |
| <input type="checkbox"/> Use language of job ad meaningfully    | <input type="checkbox"/> Revise substantially, not hastily  |

## Comments