

Name: _____

To: ENG 155 Students
From: Professor Blumberg
Subject: Job Application Portfolio: Résumé, Application Letter, Interview

Due: At interview

My interview day is: _____ My interview time is: _____

The purpose of this assignment is to gain experience constructing a formal résumé and application letter that will be used at a mock employment interview. **Your task is to locate, apply and interview for a position in which you are adequately qualified.** Since this assignment is to benefit you currently, the information provided on your résumé and letter must be factual.

You will present a final draft of the resume and application letter at the time of your interview. Be sure to come prepared.

Additionally, **you will need to turn in a copy of this assignment handout** for scoring at the time of the interview.

Format Requirements:

Résumé: Follow the general guidelines for resume design in your textbook and those discussed in class.

Application letter: Block letter format. Also see example letters in Ch. 16.

Interview: Will be conducted live. Wear suitable attire and come prepared to ask the interviewer some questions.

What follows is a rubric for each part of the assignment:

Résumé: This assignment is worth 50 total points.

_____ 25	Content. Applicant's information is clearly expressed and is relevant. A persuasive case for applicant is present. General parts of a résumé are present.
_____ 15	Visual design. Résumé is aesthetically pleasing and easy to review.
_____ 10	Résumé is free of major errors in GSP. Note that even small errors will receive a significant penalty.
Total: _____/50	

Application Letter: This assignment is worth 50 total points.

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| _____ 30 | Content. Applicant clearly expresses desire for position. Demonstrates personality. |
| _____ 10 | Format. Document is in block letter format. |
| _____ 10 | Letter is free of major errors in GSP. Note that even small errors will receive a significant penalty. |

Total: _____/50

Interview: This assignment is worth 50 total points.

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|----------|--|
| _____ 20 | Answers questions honestly and thoroughly. Carries on a two way conversation as opposed to a pure Q&A. |
| _____ 20 | Applicant displays appropriate body language. |
| _____ 10 | Applicant asks legitimate and thoughtful questions. |

Total: _____/50

Cumulative Total: _____/150

Instructor comments: