

ENGL 402
Job Application Assignment Portfolio
Due May 19

Overview

The letter and resume you have composed are targeted for a particular audience—the employer you would like to work for. Your Job Application Assignment Portfolio is targeted for a different audience—your teacher. As the final step in the job application assignment you must prepare a portfolio of all the materials you have processed during the course of the assignment (daily assignments, drafts, and other materials).

Specifics

This Portfolio must be professional-looking and contained in a folder/binder of your choice. The materials must be organized in an easy-to-understand manner that will convince the teacher that you have put thought and care into preparing the Portfolio. The letter and resume are a part of this Portfolio and your grade will be largely based on those documents, but the impression you create with the Portfolio will influence the grade as well. Your job ad **must** be included in the Portfolio.

Letter of Transmittal

In addition to including the application letter, resume, and all assignment materials you have processed, the Portfolio must be accompanied by a Letter of Transmittal. You can find details of this letter type in your book on p. 194 and at <http://web.clas.ufl.edu/users/creed/Engineering/TransmittalLetter.html>. This letter should be addressed to the teacher and address the purpose of the Portfolio. In addition, this letter must include a brief reflective section in which you consider the process you went through to compose these documents, any difficulties you might have encountered during the process, and what you learned along the way. You may also want to comment on what further work you might need to do to make your job application materials even more effective.

Order of the Portfolio

1. Letter of Transmittal
2. Job Ad
3. Letter
4. Resume
5. All other materials