*Assignment #5: “A Job Well Done”*

General guidelines: You do not need to rewrite the question; **if the question asks for lists, use a list format, not paragraphs with commas. The following is a list format (which you should read).**

**Principle #1 in Professional Writing is using lists rather than paragraphs and long sentences.**

* Answers can be in phrases rather than sentences.
* You may also save this document and enter the answers in between the questions. This is not required, but it is very helpful.
* Submit only one assignment per e-mail.
* You will receive a response that either says: “Assignment # \_\_ complete OR
* If corrections are needed, they will be indicated in the response.
* Reply to the response with the corrections; do not create a new e-mail for the corrections.
* I have watched and taken notes on the video lesson for this assignment and have reviewed the related sections of the Class Notes: Yes ( ) No ( )

*Letters and Resumes --- Memos and Short Reports*

This assignment involves creating documents which indicate that you understood the concept in this Section of the class notes and more importantly, the video lesson. There are five documents for this assignment, all of which should be attached to the same e-mail. ***Make sure you use the templates which are already formatted; never, ever, start with a blank sheet of paper.***

1. Download and use the sample Resume Template to create your own resume (real or fictional). Attach your resume as a separate document to the e-mail you send to complete this assignment.
2. Download and use the sample Application Letter Template to create your own application letter (real or fictional). The application letter should be related to the resume. Attach your application letter as a separate document to the e-mail you send to complete this assignment.
3. Download and use the sample Thank You Letter Template to create your own thank you letter (real or fictional). The thank you letter should be related to the application letter and resume. Because you had such a terrific application letter and resume, you were invited to an interview; the thank you letter is written after the interview. Attach your “thank you” letter as a separate document to the e-mail you send to complete this assignment.
4. Download and use the sample Memo Template to create your own memo (most likely fictional). *The memo should make a recommendation based upon the information in the following short report.* Attach your memo as a separate document to the e-mail you send to complete this assignment.
5. Download and use the sample Short Report Template to create your own short report (real or fictional). The short report should provide the information upon which the memo makes a recommendation. Attach your short report as a separate document to the e-mail you send to complete this assignment.

*This means there will be five separate attachments to the e-mail.*

Note: There are two areas where students seem to have the most problems (usually from not following the template):

* Resume: In the Employment History section, make sure to start each of the bulleted phrases with a past tense action verb (what you did) – not personal awards or characteristics or present tense verbs
* Memorandum: Make sure this is a recommendation memo (to a person who can implement the recommendation) based on information in the Short Report – not an announcement or staff “memo”

**In the production of all of these documents, you will know if you are on the right track if your document looks like the template.**