

Hi Class-

The grades for quiz 5 were, as ever, good-- Here's the breakdown:

100%	52
94%	35
87%	17
80%	7
74%	3
67%	5

Those of you who are happy with your grade average at this point and have taken 5 quizzes don't need to take quiz 6. You also have the option not to take the final exam-

I'll see the rest of you on the 4th---

Quiz: # 5: Resume and Letter of Application  
(50 minutes)

The quiz is based on the following set of information about a Georgia Tech senior. Note that the information here is **not** formatted as a resume.

#### Objective

1. A position in which I can use my education and experience to contribute to an organization's success
2. A position in which I can obtain additional training in architecture and management.

#### Education

1. B.S. in Architecture, June 2000  
Georgia Institute of Technology, Atlanta, GA
2. GPA 2.6, . GPA in major, 2.9
3. Certificate in Spanish
4. 2 years of college mathematics
5. 2 years of college English
6. coursework in both architecture design and drafting
7. graduate course in public policy and city planning
9. coursework in media studies
10. Certificate in Management

#### Experience

1. student assistant, Department of Modern Languages, 1998
2. student assistant, School of Architecture 1999
3. lifeguard, Weston FL Recreation Department, Summer 1997
4. foreperson, Habitat for Humanity building project, Weston, FL,  
Summer 1998

Summer 1998

5. intern at Habitat for Humanity headquarters, Providence, RI,  
Summer 1999

Summer 1999

### Personal information

1. age 23
2. married, no children
3. willing to travel
4. member, Weston Presbyterian Church, 1989-present
5. hobbies: reading and sailing
6. excellent health

### Activities

7. Georgia Tech Big Brothers, 1996-2000
8. Technique (student newspaper) editorial staff manager, 1997-2000, news editor 2000
9. Georgia Tech Sailing Club, 1997-1999
10. campus Young Democrats, 1997-2000
11. Team Captain, Intramural soccer, 1997-2000

### Part 1

Context: You are applying for a position as office manager at an architectural firm while you wait to take your AIA exams.

1. You are considering whether to include an objective
  - a. You include objective 1.
  - b. You include objective 2.
  - c. You do not include an objective.

Your best answers for this question would be A or C. It is to your advantage to use language that indicates reader-centeredness over writer-centeredness, but it is also not always necessary to include an objective.

2. If you could include only three items from education, (for the position of manager of the architectural firm) which do you include?
  - a. 1, 7, 10
  - b. 1, 2, 10
  - c. 1, 3, 7

The best answer is A. Resumes should always highlight the information most pertinent to the job for which you are applying.

3. If you could include only three items from personal information and activities, which would you include?
  - a. 7, 8, 11
  - b. 6, 9, 10
  - c. 2, 5, 8

The best answer is A. Age is not an issue about which a potential employer can legally inquire and personal information such as political or church affiliations are not particularly appropriate. Your marital status is also not within the range of what is appropriate for a potential employer

to discuss. The activities noted in answer A indicate your involvement in school activities without ranging into information that is too personal and also highlight your managerial skills.

## Part 2

Context: You are applying for graduate school and a position as a graduate research student assistantship in Georgia Tech's department of Architecture.

4. You are considering whether to include an objective.
- You include objective 1.
  - You include objective 2.
  - You do not include an objective.

B or C would be good answers for this question. B focuses directly on the background experience required for graduate work in architecture and since one of the goals of working within a school setting is for you to further your education and skill development, this objective would work. If you were applying for a job outside an educational institution, this answer would be entirely too writer-centered and inappropriate.

5. If you could include only two items from experience (for the graduate student position), which would you include?
- 2, 3, 5
  - 1, 2, 4
  - 2, 4, 5,

The best choice is C because it points to each job most related to the area of work for which you are applying.

6. If you could include only three items from personal information and activities (for the graduate student position), which do you include?
- 1, 4, 10
  - 2, 6, 7
  - 7, 8, 11

The best answer is C. The information in A and B is too personal to be appropriate. C highlights information that would be most supportive for indicating your work potential.

Please use the following material as a basis for the answers in the next context:

### Objective

- A position in which I can use my education and experience to contribute to an organization's success

2. A position in which I can obtain additional training in chemistry and management.

#### Education

1. B.S. in Chemistry, June 2000  
Georgia Institute of Technology, Atlanta, GA
2. GPA 2.6, . GPA in major, 2.9
3. Certificate in Spanish
4. 2 years of college mathematics
5. 2 years of college English
6. coursework in both organic and inorganic chemistry
7. graduate course in large molecule chemistry
9. coursework in physics
10. Certificate in Management

#### Experience

1. student assistant, Department of Modern Languages, 1998
2. student assistant, School of Chemistry 1999
3. lifeguard, Weston FL Recreation Department, Summer 1997
4. clerk, CVS Drugstore, Weston, FL, Summer 1998
5. intern at CVS headquarters, Providence, RI, Summer 1999

#### Personal information

1. age 23
2. married, no children
3. willing to travel
4. member, Weston Presbyterian Church, 1989-present
5. hobbies: reading and sailing
6. excellent health

#### Activities

7. Georgia Tech Big Brothers, 1996-2000
8. Technique (student newspaper), 1997-2000, news editor 2000
9. Georgia Tech Sailing Club, 1997-1999
10. campus Young Democrats, 1997-2000
11. Team Captain, Intramural soccer, 1997-2000

#### Part 3

Context: You are applying for a position as a chemistry lab assistant in a drug company.

7. Omit

8. If you could include only three items from education, which do you include?

- a. 1, 3, 9
- b. 1, 4, 5
- c. 1, 6, 7

The best answer is C. Resumes should always highlight the information most pertinent to the job for which you are applying.

9. If you could include only three items from personal information and activities, which do you include?

- a. 1, 4, 5
- b. 2, 6, 7
- c. 7, 8, 11

The best answer is C. Age is not an issue about which a potential employer can legally inquire and personal information such as church affiliations are not particularly appropriate. Your marital status is also not within the range of what is appropriate for a potential employer to discuss. The activities noted in answer C indicate your involvement in school activities without ranging into information that is too personal.

#### Part 4

Context: You are applying for a position as a graduate research student assistantship in chemistry.

10. You are considering whether to include an objective
- a. You include objective 1.
  - b. You include objective 2.
  - c. You do not include an objective.

B or C would be good answers for this question. B focuses directly on the background experience required for graduate work in chemistry and since one of the goals of working within a school setting is for you to further your education and skill development, this objective would work. If you were applying for a job outside an educational institution, this answer would be entirely too writer-centered and inappropriate.

11. If you could include only two items from experience, which do you include?
- a. 2, 4, 5
  - b. 1, 2, 5
  - c. 1, 2, 4

The best choice is A because it points to each job you've had in the area of work to which you are applying.

12. If you could include only three items from personal information and activities, which do you include?
- a. 1, 4, 10
  - b. 2, 6, 7
  - c. 7, 8, 10

The best answer is C. The information in A and B is too personal to be appropriate.

#### Part 5

Context: You are applying for a position as a manager trainee in the drug dispensary at the Sunnydale Presbyterian Retirement Home, in which many of its residents are Spanish-speaking.

13. You are considering whether to include an objective
- a. You include objective 1
  - b. You include objective 2
  - c. You do not include an objective

The best answer is C. The objective in 1 is vague and that in #2 not only is writer-centered, but also is not persuasive for this audience.

14. If you could include only three items from education, which do you include?
- a. 1, 4, 5
  - b. 1, 6, 7
  - c. 1, 6, 3

The best choice is C. Although answer B indicates all your experience in chemistry, C also indicates your ability to speak Spanish, which is important within this context.

15. If you could include only three items from personal information and activities, which do you include?
- a. 1, 4, 5
  - b. 2, 6, 7
  - c. 4, 7, 11

The best answer is C. Your choices here are not as personal in nature as those in A and B, except for your affiliation with the Presbyterian church, but in this context, your affiliation with the church would be of benefit to this potential employer.