

LCC 3400

Quiz: # 4.2: 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 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 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 1

Context: You are applying for a position as a high school chemistry and general science teacher.

1. 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

a is the correct answer. (only one that shows a long-term interest in children)

2. 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.

Either a or c is acceptable. (b is you-focused, not employer-focused.)

3. If you could include only three items from education, which do you include?
 - a. 1, 3, 9
 - b. 1, 4, 5
 - c. 1, 2, 6

a is the correct answer. (only one that qualifies you in both chem and gen sci)

Part 2

Context: You are applying for a position at Allied Chemical Corporation.

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

b is the correct answer. (only one that distinguishes you as a chemist)

5. 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.

Either a or c is acceptable. (b is you-focused, not employer-focused.)

6. 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, 11

c is the correct answer. (a contains inappropriate personal information; b contains irrelevant information)

Part 3

Context: You are applying for a position as a management trainee at Revco Drug Stores.

7. 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.

Either a or c is acceptable. (b is you-focused, not employer-focused.)

(This question is probably getting a little old, but it speaks to the single most common problem in resumes.)

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

- a. 1, 4, 5
- b. 1, 6, 7
- c. 1, 3, 10

c is the correct answer. (not just because of item 10 but also because of item 3 which shows your recognition that this job, like most customer service jobs today, show a need for multi-cultural focus)

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

- a. 1, 4, 5
- b. 3, 8, 11
- b. 2, 6, 7

b. is the correct answer. (item 3 is somewhat relevant; 8 and 11 speak immediately to your leadership skills.)

Part 4

10. The following are possibilities for a first paragraph of a letter of application to Allied Chemical. Which first paragraph would be the most appropriate?

- a. The position you advertised in *Chemical News* interests me greatly. I believe that I will be a real asset to you in this position.
- b. I am applying for the position of general research chemist you advertised in the March issue of *Chemical News*. I believe my education qualifies me for this position.
- c. I encountered your advertisement while reading the March issue of *Chemical News*. If you will notice my extensive coursework from one of the country's best chemistry departments, I am sure that you will agree that I am well qualified for the position.

b is the correct answer. (It references the ad. b does not reference the ad; c is wholly focused on the writer and his/her opinions.)

11. The following are possibilities for a last paragraph for the same letter. Which last paragraph would be the most appropriate?

- a. I am available for an interview at your convenience.
- b. I contact you next week to discuss an interview. You can reach me at Georgia Tech by phone (404) 894-XXXX or e-mail gtxxxxc@prism.gatech.edu
- c. If my credentials are of interest to you please contact me at my Georgia Tech address to arrange for an interview at a mutually convenient time.

b is the correct answer. (a is too limited and has an error; c offers fewer options.)

12. Would the middle paragraphs of this letter best be devoted to:
- a. a description of your work in the graduate course
 - b. a description of your communication skills (Spanish Certificate and newspaper experience)
 - c. your leadership experience (as editor and team captain)
- a is the correct answer.** (speaks to what makes you unique as a chemist)

Part 5

Context: You are applying to a large, Northern Virginia school system. The system has not advertised any openings in chemistry or science, but you know that openings often occur late in the year. You are sending a letter and resume that the system can keep on file in case an opening occurs.

13. The following is potential information for the first paragraph of a letter of application.
- (1) I have always enjoyed working with kids, and I hope for a productive career as a teacher.
 - (2) I am applying to your school because I want to live near Washington.
 - (3) I am writing to apply for any opening that you might have in high school chemistry or general science.
 - (4) I know that schools are looking for teachers who have a background in an academic subject rather than education.
 - (5) With my strong undergraduate background in chemistry and coursework in physics, I feel that I have the potential to be an effective science teacher.

Would the best opening paragraph include:

- a. Sentences 1, 2, and 4
 - b. Sentences 1,3, and 5
 - c. Sentences 2, 3, and 4
 - d. All the sentences
- b. is the correct answer.** (Sentence 2 is writer-focused; 4 is irrelevant)

14. Would the best letter include in addition to the first paragraph:
- a. a second paragraph describing your experience with children, a third paragraph describing your work in chemistry and physics, and a closing paragraph asking for an interview
 - b. a second paragraph describing your broad academic experience and a third paragraph calling attention to your resume and asking for an interview?
 - c. a second paragraph detailing your interest in DC, a third paragraph describing your work in chemistry and physics, and a closing paragraph
- a is the correct answer.** (a speaks directly to the needs of the reader; b is too general, and c is writer-focused rather than reader-focused.)

15. Would the best typefont and size for this letter be:

- a. 14 point Courier
 - b. 12 point Times
 - c. 12 point Courier
- b. is the correct answer.** (Courier is a “typewriter” font. 12 point Times is a standard font for business use.)