

Hi Class-

Although your quiz answers were ready to go up last week, while I was out of town at a conference, we had trouble with the file-- Sorry for the delay in getting them up this week. You did fairly well on Quiz #5, but I added a 3 point curve to round out the numbers. The scores are as follows:

100%	4
97%	11
94%	1
90%	29
87%	1
83%	22
81%	1
77%	16
74%	1
70%	9
63%	4
57%	2
37%	1

Keep in mind that some students also wrote acceptable justifications for answers other than those below.

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 chemistry lab assistant in a drug company.

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, 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.

3. 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 2

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

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 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.

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

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

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

Part 3

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.

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

The best answer is C, but A is counted as correct. The objective in A is fairly vague, but where an objective is required, is generally servicable. B is not only is writer-centered, but also is not persuasive for this audience.

8. 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.

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. 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.

Part 4

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

- a. I am applying for the position of general research chemist you advertised in the March issue of Chemical News. I am very impressed with the quality of your company and believe that I would be happy working for you.
- b. Please consider my application for the position of general research chemist that you advertised in the March 2000 issue of the Chemical News. Both my educational background and experience could allow me to benefit your company.
- c. The position you advertised in Chemical News interests me greatly. I believe that I will be a real asset to you in this position

The best choice is B. This answer is the most reader-centered of all and notes specifically the position applied for as well as the place where it was advertised.

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

- a. I will contact your office within the next few days to ensure that you received all the requested materials and am happy to be available for an interview at your convenience.
- b. I will be in contact with you in the next several weeks to ask for an interview at your convenience or you can contact me at any time at my Georgia Tech address.
- c. Please contact me at my Georgia Tech address to arrange for an interview.

The best answer is A. C is too demanding of the reader. Answer A provides an opportunity for you to follow up on your letter in addition to noting your availability for an interview.

12. The middle paragraphs of this letter would best be devoted to
- your leadership experience (as editor and team captain)
 - a description of your work in all your chemistry classes
 - a description of your work in the graduate course

The best answer is B. Since the position supports general research, your description of all the work in your chemistry classes is most helpful.

Part 5

Context: You are applying to a large, Northern Virginia school system for a job as a high school teacher. The system has advertised openings in chemistry or science, but you have not received your teaching certificate for the state of Virginia. You are sending a letter and resume to ask for a position conditioned on the imminent completion of your certificate.

13. The following is a first paragraph of a letter of application; the sentences are numbered to allow us to work with them in this exercise.

(1) I have always enjoyed working with kids, and I hope for a productive career as a teacher; I expect to complete my teaching certificate soon. (2) I want to live near DC, and consequently I am writing to apply for any opening that you might have in high school chemistry or general science. (3) I know that schools are looking for teachers who have a background in an academic subject rather than education. I have a strong background in chemistry and I expect to complete my Virginia teaching certificate on May 21, 2000. (4) With my strong undergraduate background in chemistry and coursework in physics, although I have not yet completed my teaching certificate for Virginia, I will take the exam within the next few months and would be an asset to you.

The best opening sentence(s) would be

- sentences 1 and 2
- sentences 2 and 3
- sentence 3
- sentence 4

The best choice is C. This answer is reader-centered in nature and provides the most specific information about when the certification process will be complete

14. The best letter would include in addition to the first paragraph, a second paragraph
- describing your experience with children, a third paragraph describing your jobs as a clerk and intern at CVS pharmacy, and a closing paragraph

- b. describing your academic experience with the sciences and a third paragraph calling attention to your resume and asking for an interview
- c. detailing your interest in DC, a third paragraph describing your work in chemistry and physics, and a closing paragraph

The best answer is B. A description of all your academic experience and inclusion of your purpose for writing is most helpful to the reader.

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

- a. 12 point Bookman
- b. 14 point Courier
- c. 12 point Times

(Note that the question choices are set in the typestyle they describe.)

The best choice is C. Times is a conservative, professional, and legible serif font that is very appropriate for job applications.