

Hi Class-

You did well on this quiz, like you did on the others, even with the absence of most of the students who make the highest grades on the quizzes (since most chose not to take the quiz). The grades broke down as follows:

100%	9
94%	17
87%	15
80%	6
74%	3

I've averaged the grades and given a final grade for those who have As. Others, I expect, will take the final exam at 11:30 on the 29th. See you there---

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 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
5. intern at Habitat for Humanity 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) 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.
 - 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 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?

- a. 2, 3, 5
- b. 1, 2, 4
- c. 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?

- a. 1, 4, 10
- b. 2, 6, 7
- c. 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.

Part 3

Context: You are applying for a position as an architectural assistant for Habitat for Humanity, a religiously affiliated organization that helps to build housing for people in need. You will work in a locale in which many immigrants who you will work with and build for are Spanish-speaking.

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

The best answer is C. The objective in 1 is too vague in this context. Answer B is not only writer-centered, but also is not persuasive for this audience. I also gave credit for A, although C is the better answer.

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

- a. 1, 2, 7
- b. 1, 3, 7
- c. 1, 6, 7

The best choice is B. Answer B indicates your broad experience in architecture, but also includes proof that you'll be able to communicate well with the people you'll serve.

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

- a. 4, 7, 8
- b. 1, 6, 7

c. 7, 8, 11

The best answers are A or C. In this context your church affiliation becomes an advantage and is helpful to mention. The other activities listed in A also highlight your background with service and team organizations in the past.

Part 4

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

- a. I am applying for the position of junior architect you advertised in the March issue of Architect Times. 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 junior architect that you advertised in the March 2000 issue of the Architect Times. Both my educational background and experience could allow me to benefit your company.
- c. The position you advertised in Architect Times 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. A is too writer-centered and C is vague in addition to being writer-centered.

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

- a. Thank you for the opportunity to interview with you. You can contact me at any time at my Georgia Tech address.
- b. 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.
- c. Please contact me at my Georgia Tech address to arrange for an interview.

The best answer is B. Answer B provides an opportunity for you to follow up on your letter in addition to noting your availability for an interview. A is too presumptive in that it indicates that you expect an interview. The tone is also somewhat demanding when noting that the potential employer can contact you for an interview. C is extremely demanding.

12. The middle paragraphs of this letter would best be devoted to

- a. your leadership experience (as editor and team captain)
- b. a description of your work only in the graduate course
- c. a description of your work in all your architecture classes

The best answer is C. Since the position is entry level your leadership experiences in areas not pertinent to the job you're applying for are less important. A description of your work in all your architecture classes would include the graduate work as well, but not focus in only one area. Your undergraduate work will be just as pertinent for the entry level position.

Part 5

Context: You are applying for a position as a construction and architectural design trainer for a boys camp designed to rehabilitate teenage boys involved in nonviolent criminal

activity. The camp is located near Washington, DC, an area of the country where you'd eventually like to find a job as an architect.

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 teenagers, and would like to make a contribution to their lives by helping them in the rehabilitation process. (2) I want to live near DC, and consequently I am writing to apply the position as construction and design trainer. (3) I know that you would be interested in someone with a background in architecture. My training in the field prepares me to work in this position. (4) With my strong undergraduate background in architecture and my leadership skills developed while I was in school, I could make a positive contribution in this position.

The best opening sentences would be

- a. 1 and 4
- b. 2 and 3
- c. 3 and 4

The best choice is A. This answer is most reader-centered in nature and provides the most pertinent information.

14. The best letter would include, in addition to the first paragraph, a second paragraph
- a. describing your experience with teenagers and how you might relate work in architecture to their needs for rehabilitation
 - b. describing your academic experience in architecture and your desire to move to the DC area
 - c. detailing your interest in architecture and your desire to someday work as a lead architect, pointing out that construction workers are sometimes rehabilitated criminals so this experience would help prepare you for future work experiences

The best answer is A. A description of all your academic experience and an immediate indication that you're thinking about how you could serve your potential employer's needs is most reader-centered.

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

- a. 12 point Bookman
- b. 12 point Vivaldi fancy script
- c. 12 point Times

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