Job Application Documents:

Applying for Your Role on the Committee

Major Project 1 Assignment Sheet

Weight: 15% of your final grade
Length requirements:

- Role posting: 100–200 words
- Résumé: 1 page
- Cover letter: 1 page (about 250–400 words)
- AI use statement: a short paragraph

Sample due dates, from an 8-week hybrid course (your syllabus has the dates for your class):
Draft due: Week 2: Sunday, 11:59pm
Peer response due: Week 3: Tuesday, 11:59pm
Revision due: Week 3: Sunday, 11:59pm (firm)

Assignment Overview

This term our class works as one committee answering a single question: what can our university do to help students get entry-level positions in their fields? A committee like that needs people with different kinds of expertise. In this project, you'll decide what expertise you bring to the committee, write the job posting for that role, and then apply for it with a tailored résumé and cover letter.

Writing both sides of the application lets you see the genre from the employer's chair. A posting tells applicants what the reader values. A strong résumé and cover letter answer that posting point by point. By the end of this project you should be able to read any job ad for what the employer is really asking for, and write documents that answer it.

What You'll Submit

Submit one file to Canvas containing, in this order:

1. Your role posting
2. Your résumé
3. Your cover letter
4. Your AI use statement

Planning, Drafting, and Revising

Step 1: Choose your expertise

Decide what you can genuinely offer the committee. Good places to start:

- Your major or intended career field (for example, how hiring works in nursing, education, or business)
- Work experience (retail, food service, healthcare, office work, the military, and so on)
- Skills like social media, data and spreadsheets, event planning, design, interviewing, or writing

Choose something real. You'll be writing a résumé, so the role should fit experience and skills you actually have.

Step 2: Write your role posting

Write the posting the way a real employer would. Use the job ad you brought to class in Week 2 as a model. Include:

- A role title (for example, "Healthcare Careers Liaison" or "Student Outreach Coordinator")
- A short description of what this person will do for the committee
- Required qualifications
- Preferred qualifications

Be specific. "Strong communication skills" tells an applicant almost nothing. "Experience explaining technical information to non-experts" tells them what to show you.

Step 3: Draft your résumé

Tailor your résumé to your posting. Using what we discussed in class about résumés as a genre:

- Choose sections and an order that put your most relevant qualifications first
- Write bullet points that start with strong verbs and show results where you can
- Use your posting's language where it honestly fits your experience
- Design for a reader who skims: clear headings, consistent formatting, and nothing crowded

Step 4: Draft your cover letter

Your cover letter answers your posting directly. It should:

- Name the role and say why you're applying, in the first paragraph
- Connect two or three of your strongest qualifications to specific requirements in the posting, with evidence
- Add something the résumé can't show: why this work matters to you, or how you approach it
- Close with a clear next step and professional sign-off

Step 5: Write your AI use statement

Say whether you used AI and how: which tool, what you used it for, and which parts of your submission it touched. If you didn't use AI, say so.

Peer Response and Revision

After you submit your draft, Canvas will assign you a classmate's application. Read their role posting first, then their résumé and cover letter, as if you were the hiring manager. Write a response of 150–250 words by Tuesday of Week 3, at 11:59pm, that covers:

1. Would you interview this candidate based on these documents? Why or why not?
2. Which part of the posting do the résumé and letter answer best? Which part do they miss?
3. The one change that would most improve the application.
4. Any convention problems you noticed (format, length, tone, errors).

In class in Week 3, you'll read the response you received and write a revision plan. Then you'll revise. Your revision is due Sunday of Week 3, at 11:59pm, and that date is firm.

What Makes It Good?

The strongest applications will:

- Include a role posting that's specific enough to target, with real duties and real qualifications
- Have a résumé and cover letter that clearly answer the posting. A reader should be able to hold all three side by side and see the match.
- Follow the conventions of each genre: length, structure, design, and professional tone
- Back up claims with evidence: specific experiences, results, and skills, not general adjectives
- Be honest. List real experience and skills, framed for this role.
- Be carefully edited, because in a job application small errors cost more than in almost any other genre

AI Use and References

This assignment sheet was developed with my former syllabi, as well as some colleagues' syllabi, along with the assistance of Claude (Anthropic, 2026).

Anthropic. (2026). *Claude Opus 5.5* [Large language model]. https://claude.ai/