

TO ENGLISH 402 STUDENTS
FROM SUZANNE WEBB, INSTRUCTOR
RE WEEK 6 AGENDA
DATE FEBRUARY 10, 2013

This week in 402:
PEER REVIEW CONTINUES

Your portfolio is due, emailed to me, on Feb 25 (by 11:59 PM) –

- You will email me these documents:
 - The Resume
 - Cover Letter
 - Job Ad Analysis
 - Reflection/Self-Assessment

Below are some directions for merging all 4 of these documents into 1 pdf. Hopefully, you'll be able to do that. See #3 under "Helpful Links and Tips"

- If you'd like to conduct multiple reviews with a team member (or the entire team), feel free to do so between now and then.
- If you'd like to peer review each other's reflection/self-assessment documents, feel free to do so.
- I approve of USING your team members (leaning on one another) to make these successful, professional, interview-getting documents! Don't forget about [CAREER SERVICES at WSU](#) either. Another source to lean on!

I devote a lot of the semester so that you have this "takeaway" from this course---you have polished, top-notch resumes and cover letters you can continue to "nurture" as you finish school and gain employment.

- These documents are you—the professional you—Make them shine.

You should be seeing new things in your teammate's documents---things you can begin to incorporate into your own. You can also refer to this from monster.com [Things CEO's DO NOT want in an application packet.](#)

You can begin to revise your documents (next week is for this as well) so that these documents can do their job for you ----> get you an interview. That's the "heavy lifting" these documents do. They land you the interview. They don't actually get you a job.

- Here's a [HOW TO INTERVIEW](#). There are a half million hits for this. Check out some more articles [ON INTERVIEWING](#). *Prepping for the interview is just as crucial as top-notch documents.*

NEW ASSIGNMENT!

WEEK 6 :: WRITING SCENARIOS

Instead of a "Writing Scenarios" assignment, I want you to revisit pages 427-432, paying close attention to the sections on "Prepping for Job Interviews." Visit the two links directly above here on interviewing before proceeding.

In the week 6 discussion board in ANGEL, post 5 questions you think an employer might ask you, and draft a set of potential responses. After that, respond to 2 other student posts as well. There are more details in ANGEL.

[ANGEL > ENGL402 > 402Materials > Week 6](#)

Email me if you have *any* questions or concerns! I'm here for ya!

Remember to 'cc everyone in your team and list your Team # so I can "reply to all" and get the word out to everyone.

Ya'll Rock. Keep up the good work!

Sue

HELPFUL LINKS and TIPS FOR A SUCCESSFUL SEMESTER

#1

Asking questions leads to better grades.

#2

FROM MONSTER.COM

- [COVER LETTER CHECK SHEET](#)
- [RESUME CHECK SHEET](#)

#3

MERGING PDF DOCUMENTS

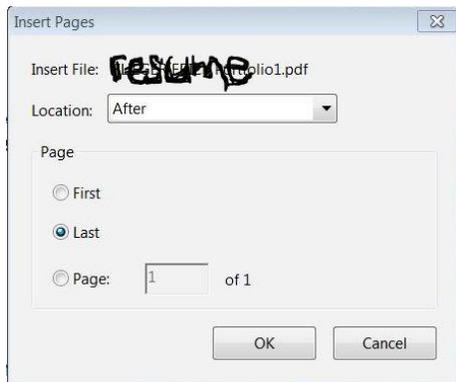
It should be pretty simple to gather your professional documents into 1 file.

Double click on the pdf of your **COVER LETTER** to open the file and see if, across the top menu, you have the choice of DOCUMENT*
if you do, follow this sequence:

DOCUMENT > INSERT PAGES > FROM FILE

...then choose your resume file and hit **SELECT**

You'll get a pop up (sample below)



Make sure you click **AFTER** and **LAST PAGE** like in the sample then click **OK**.

You just inserted your resume behind your cover letter.

Follow that exact process and next add your self-assessment/reflection

Follow that one more time and add your job ad analysis.

I'm not all that worried about order, if the pages get mixed up; I'm mostly interested in dealing with 50 files instead of 200 (2 sections, 25 students, you can see how this adds up :) I appreciate your help with this!

Now:
Save the file as

- **Lastname_Portfolio1**

and turn in to me.

*If you don't have the option of DOCUMENT, email me and we'll figure out what program you're using and the process for merging files. I believe you need Adobe Pro to merge documents. Other programs may do this as well. I would like you to try. I think these instructions should work well for you, and ***it's a good skill to have.***

Thanks!
Sue