WR227 Homework Assignment
Cover Letter Worksheet

Objective: To help you plan and execute your cover letter assignment.

Procedure:
1. Look through want ads, the Internet, a company’s job postings, etc. Find a job description for a job that you might want to have in the next five years. Please be sure that your not-too-distant-future qualifications, experience, and/or education bear some resemblance to the posting’s requirements!
2. Make a copy or printout of the job description.
3. Go to the Instructor Website and open the text file version of this assignment sheet.
4. Copy the questions into an email message. In this email (and only this email), do NOT use a salutation, complimentary close/signature, or explanatory text. The content of the email should be just the questions and answers. The subject line must obey the Email Rules.
5. Complete the questions based on the specific job of interest.
6. Email the questions and answers to WR227@ClarityCorvallis.com. Do not turn in a hard copy of the Cover Letter Worksheet.
7. Write your name on the printed job description, and turn it in at the beginning of the class session specified below.

Weighting and Due Date: This assignment is worth 10 points, 2% of your final grade; there is only one draft. The email is due by 11:59 p.m. on Saturday, February 2. The job information must be turned in at the beginning of class on Monday, February 4.

Name: Jerry Rigg

Title and brief description of job:
Business Analyst for various clients of Robert Half Management Resources, a temporary staffing company. Helps the Controller (assumed to be at executive level) to develop financial reports.

Title, name, and position of the person you will write:
In ad, “for more information” gives an email of debbie.merrill; I will assume she is the primary recruiter, that that her name is Ms. Debbie Merrill, and that her mailing address is the one in the ad. Being smart, I’m going to call Robert Half and verify this assumption!

Is this person the supervisor? Sort of. If not, state this person’s viewpoint and interests:
Because this is a temporary staffing agency, I will be writing the recruiter, who will screen and qualify candidates for employment with the agency. The recruiter won’t do the actual hiring for the job itself; the client will do that, based on people sent to them by the recruiter. The recruiter will be interested in my ability to “hit the ground running,” to get along with just about any client, and to professionally represent Half’s pool of temps.

Attention-getting points that should go in the intro:
I am an expert in Crystal Reports (spec'd in posting); I designed and taught advanced courses in the product at a community college. I worked as a Robert Half temp once before, seven years ago, with great reviews. I can learn and become productive very quickly. I enjoy working in a variety of locations (future contracts!), and I am very comfortable working with executives (and vice versa).

Specific skills/experience that make you (or will make you) perfect for this particular job:
I had experience doing a similar systems conversion project at a previous employer. I have taught advanced Crystal Reports classes at the local community college.

Specific training/education that makes you (or will make you) perfect for this particular job:
I have completed most of my training as a CPA, and will become a Certified Business Process Analyst within the next 18 months.

Any other points not mentioned above:
I am interested in a long-term relationship with Robert Half Management Resources.

What, exactly, you want the addressee to do after reading the letter:
Let me know that my qualifications are right for the job. Bring me in for an interview, and then assign me to the position.

Anything else to take into account?
I will need to impress the recruiter to “get in the door” with Half, the temp firm. I will also have to impress the hiring manager at the client company, who may (probably will) have a whole different perspective on the ideal candidate.