

WAC Overview and Résumé/ Personal Statement Assignment

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ANSC 481 Fall 2015

Lecture preview

- Intro to WAC
- WAC assignments
- E-mail submissions
- Resources

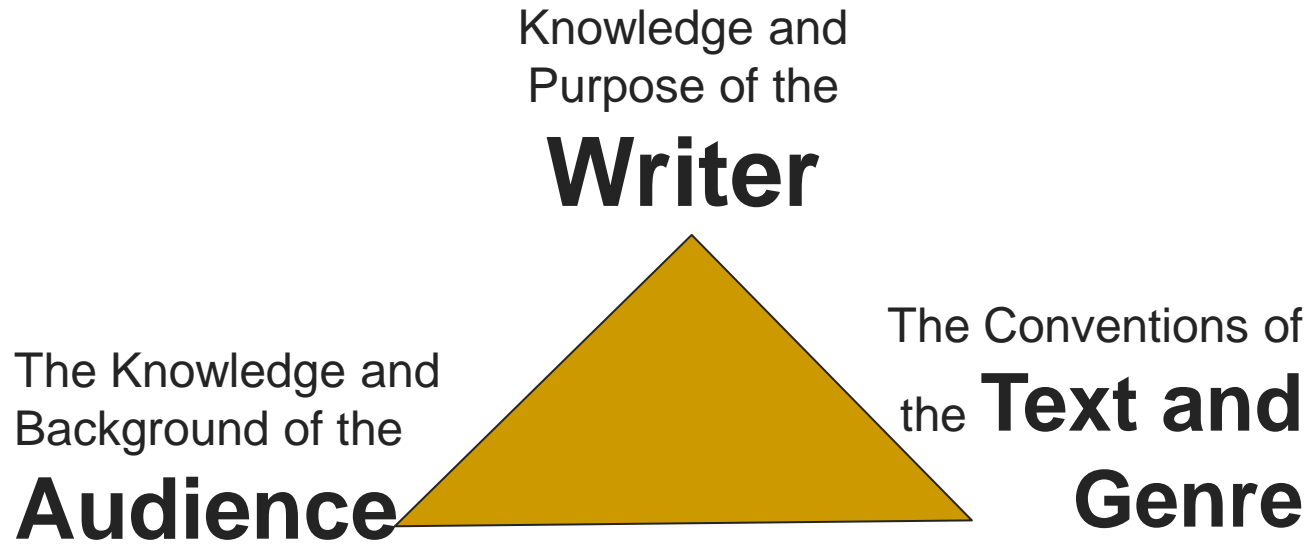
Writing Across the Curriculum (WAC)

- For your WAC assignments, you will be creating documents in different genres, for different audiences.
- Different genres and audiences can change the way you plan, write, and design documents.
- WAC supports *writing to learn* course content as well as *learning to write* in genres and situations appropriate to professionalization within animal science.

WAC Assignments

- You will be assessed according to the conventions and expectations for the following genres:
 - **Résumés or personal statements**
 - **Cover letters**
 - **Memos**
 - **E-mail**

[All assignments have . . .]



[Résumés: What is the purpose?]

- Introduces you to a potential employers and gets them interested in you and your work
- Contains a personal summary of your professional history and qualifications
- A résumé (also spelled “resume”) includes anything a person wants to express about:
 - Career goals
 - Education
 - Experience
 - Activities
 - Honors

Résumés: Sections

Your Resume

Chris Q. Surname

Current Address
1234 Willow Avenue
West Lafayette, IN 47905
(317) 113-4567
chrisc@emal.edu.com

Permanent Address
1334 Orange Trail
Long Beach, IN 46350
(319) 113-4567
ajp@work.address/~chriscq

Contact Information

Objective

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A sales and marketing internship allowing me to utilize my leadership and communication skills and apply my knowledge of the health care industry.

Education

Education

Perdue University, West Lafayette, IN May 1999
Krassner School of Management Major GPA: 3.34, B
B.S. in Management GPA: 3.54, B
• Marketing Minor
• Human Resources Minor

Familiar Computer Applications

Microsoft Office
Microsoft Access
Netscape Communicator
Internet Explorer

Special Course Project

- Acted as class liaison for Memorial Hospital as part of Business Writing team project
- Conducted research and prepared report on more efficient communication systems

Volunteer Service

Volunteer, Memorial Hospital Pharmacy, Michigan City, IN December 1993 to May 1994
• Prepared prescriptions to meet diverse needs of patients and customers
• Ordered various pharmaceutical products from different suppliers, handled billing
• Offered over 100 hours of volunteer service in health care facility

Work Experience

Cashier, Acacia Supermarket, Michigan City, IN May 1995-August 1997
• Trained new employees in customer relations and efficient inventory handling
• Balanced cash register drawers and maintained high level of accuracy
• Assisted manager with inventory and ordering procedures

Sales Associate, Nara's Cottage, Michigan City, IN

July 1992-November 1994

- Handled registers and opened/closed store in a responsible manner

Experience

Leadership Activities

Old Mission
• Capital Committee Co-Chair
• Treasurer
• Publicity
Delta Gamma Sorority

Delta Sigma Pi Professional Fraternity
Kappa Pi Employers Forum Honors
Management Ambassadors
Purdue Water Ski Club
March of Dimes Walk-A-Smile

Honors & Activities

[Résumés: General Tips]

- One page (for recent college graduates)
- Use action verbs to avoid being too brief and understating your qualifications
 - **Before:** Planned activities
 - **After:** Planned arts and crafts activities for preschool aged children
- Use parallel action verbs (usually present tense for current jobs and past tense for former ones)
 - Develop and organize individual projects for library patrons
 - **Responsible for cataloging and processing books, videos, and CDs**

Personal Statements: What is the purpose?

- An essay, of a personal nature, often required at some point in the application process for*
 - Scholarships
 - Graduate or professional schools
 - Many post-graduate service and employment opportunities
- A picture.
 - You as student, person, scholarship winner
- An invitation.
 - To get to know you and your goals. Welcome them.
- An indication of your priorities and judgment.
- *Your* story.
 - An opportunity to sell yourself.

Personal Statements: How do I get started?

- When did you become interested in this field and what have you learned about it (and about yourself) that has further stimulated your interest and reinforced your conviction that **you are well suited to this field**?
- What are your **career goals**?
- What personal **characteristics** do you possess that would **improve your prospects for success in the field** or profession?
- What details of your life might help the committee better understand you or **help set you apart from other applicants**?

Example Qualifications	Possible Experiences that Match
Analytical Skills	<ul style="list-style-type: none"> -Relevant coursework -Relevant internships, research or in-depth course projects
Knowledge of Field	<ul style="list-style-type: none"> -Relevant coursework -Internships -Student organization -Alumni networking/career exploration events
Fluency in Another Language	<ul style="list-style-type: none"> -2 years of language courses -Study abroad
Ability to Build Relationships with Others	<ul style="list-style-type: none"> -Leadership role in student organization -Relevant internship -Volunteer work
Leadership Potential	<ul style="list-style-type: none"> -Relevant student organization involvement -Group projects for relevant courses -Leadership role in an internship/job

Personal Statements: General Tips

- Answer the questions that are being asked.
 - Similar does not mean the same.
 - Decode the question and make sure your answer fits the question being asked.
- Tell a story.
 - Show don't tell.
 - Demonstrate through detail (concrete experience).
 - Provide evidence for your claims through examples.
 - Seek to be fresh, lively, and different.

Emails should include...

- Subject line that clearly identifies purpose
- Attachment with proper name and in proper format (MS Word .doc or .docx)
- Proper format should be LAST NAME, FIRST NAME, ASSIGNMENT
 - Doe, Jane, Resume
- Opening salutation
- Body text with clear explanation of email's purpose
- Closing salutation
- Signature
- It is important to convey a courteous and professional tone.
- Resources:
 - <http://owl.english.purdue.edu/owl/resource/636/01/>
 - <http://www.101emailtippetips.com/>

Courteous and Professional Tone

- Hey Mary, I need help with my Resume due tomrow. Are you free at 3 today?

Possible Revision

- Dear Mary,
As I've been working on my resume, I realized I needed some help with choosing active verbs. I wanted to come and see you during your office hours this week, but unfortunately, I have class during that time. Would it be possible to schedule an appointment for later this week or early next week? I look forward to hearing back from you.

Sincerely,

Wendy Student

[Emails: Additional Requirements]

- Maintain a professional tone in all correspondences for this course.
- Your emails provide practice with professional workplace communication.
- To schedule an appointment with us or to ask questions about the course, send separate emails with distinct subject lines. Please do not combine assignment submissions with inquiries.

Emails: Submissions

- The **résumés or personal statements** will all be submitted via **email** to the WAC coordinators.
- Draft due Tuesday, September 1st
 - A-K send to Mary (mccall0@purdue.edu)
 - L-Z send to Sam (dunn39@purdue.edu)

[For Assistance]

- Meet with Sam in HEAV 443
(dunn39@purdue.edu)
- Meet with Mary in HEAV 307E
(mccall0@purdue.edu)
- Visit the Writing Lab (HEAV 226)
 - Tutors are familiar with your assignments
- Visit [the Purdue OWL](http://owl.english.purdue.edu/)
 - <http://owl.english.purdue.edu/>

WAC Nights at the Writing Lab

- The first WAC Nights about résumés and personal statements will be at the Writing Lab, HEAV 226
- Dates:
 - Wednesday, August 26, 6-7 pm or 7-8pm
 - Thursday, August 27, 6-7 pm or 7-8 pm

[Notes]

- *Information on slide nine taken from Tolar, Mary Hale. “Definition of a Personal Statement.” *Fellowships and Scholarships*. Worcester Polytechnic Institute, 28 Oct. 2009. Web. 30 June 2010.