

# Writing 50E: Assignment #1

## Employment Study

### ***Description of the Assignment***

Over the first few weeks of this quarter, you will assemble a job application packet for a position such as an on-campus lab or off-campus business. Your packet will include an employment study (this assignment), a resume, and a cover letter. The position you are applying for may be either genuine (i.e., a job you are really applying for), or notional (i.e., *not* for real, but perhaps soon). For this first assignment, you will be expected to learn something about the position you are targeting, including:

- who the employer is;
- what the employer does;
- products and services provided by the employer;
- the employer's open positions and internships.

Much of this information will be used to fine-tune your resume (our next assignment); therefore, you will need to hurry. You may use a variety of sources from the internet and library, and from the company itself such as informational brochures and product sheets.

For this assignment, do the following:

Search the internet for any information on your targeted campus laboratory or off-campus company. Internet sources may include a laboratory / company website, a stock prospectus, news items, etc. Learn everything you can about the prospective employer — history, location and products/services — and summarize what you learn (1–2 paragraphs).

Contact the employer directly (in person, by phone, or via email) and request information from them. If you are contacting a very large off-campus company with multiple sections and departments, narrow your request to the subsidiary or department where you intend to apply. Request information on the products or services you would like to work with.

Obtain the name of the first person inside the targeted employer who will receive and process your application. This may be a human resources (HR) person, a department head, or other contact.

Use job listings from the internet, newspapers, online services, etc. to identify a specific job at the company you are qualified for and attach a copy of the job description to your assignment. You will fine-tune your resume to this job description in Assignment #2.

**IMPORTANT!!!** Remember that *all* contact with your targeted business leaves an impression. When inquiring about positions, including internships, you should present yourself as a serious and professional student, not a haphazard “lookie loo.” Even if the position you thought you were interested in does not work out, your contact with a company will leave an impression regarding UCSB students in general. Don’t wreck a potential position for someone else!

***Due Date***

See schedule on course website.