

Common problems with Project One drafts

In general:

- Failure to offer details about your qualifications, experience, or other credentials.
- Leaving conclusions about your credentials to your reader—you need to connect details to things which make you an ideal candidate. For example:
 - not:* I took a technical communication course.
 - but:* Because of my training in technical communication, I could write effective internal documentation and help the company produce top-quality publications.
- Keep organization constant and consistent. If you hint at a certain pattern (e. g. education, experience, skills) maintain that pattern for each document.
- Not observing CRAP-py design principles.

Letter:

- Failure to follow a consistent format for a business letter. Pick one and stick with it. I suggest the block left format: everything to the left!
- Word choice or style which is not appropriate for professional discourse (think of yourself as the potential colleague of the person you are addressing).
- Omitting elements such as date, salutation, closing, enclosure information, etc.
- Not covering details (whether included in other pieces or not) which should be highlighted in your letter.

Résumé:

- Inconsistencies in:
 - ~ punctuation (bullets in one place and asterisks in another; etc.).
 - ~ fonts, styles, or other forms of graphical presentation.
 - ~ information (elapsed time not matching ranges of dates, etc).
- Omission of details and specifics like GPA, date of expected graduation, major, degree type, honors (yeah, I'm repeating here, but I need to).
- References not included or insufficient contact information provided.
- If you are going to make a two-page resume, use both pages. If you can't make it worth the reader's while to read a two-page resume, edit it down to one page.

Memo:

- Assuming that your potential reference will agree to help you out (this is moot if you have already contacted her).
- Stating suggestions for credentials for the reference to highlight in his or her letter or conversation as demands, not as suggestions or things to consider.
- Not informing your reference of the obligations and duties associated with being a reference (for example, deadlines, procedures, etc.).