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ENGL 2116

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Reflection Memo

 Prior to this assignment, I had little experience in professional business writing. I had written resumes and cover letters, but not with the full requirements. Also, I have not reviewed my strengths and weaknesses when it came to applying for a specific job. This assignment made me use higher-level thinking and look at the employer’s perspective when it came to the job application process. I also gained more knowledge in professional writing by reviewing a classmate’s writing. This assignment is important because I will use what I applied in the real world when I am applying for a job.

 When it looking for a job, I had to take the time to find one where I qualified for the requirements. With the Internet, it was easy to filter the jobs and select the one I was interested in and somewhat qualified in. Once I found a job, I created a Still Gap Analysis that focused on the job requirements, skills, interests, and background. I found this assignment relatively easy because I had a high interest for most of the job requirements as well as past experience. After the Still Gap Analysis, I had to create a resume. I have written resumes in the past for job applications. However, I was missing important information such as interests and references. Thanks to my peer review reference, I was able to make appropriate changes to my second resume draft.

 The final step in this assignment was to create a business application letter, otherwise known as a cover letter. Similar to the resume, I have experience in writing this form of business writing. I had to research the company I was applying to work for in order to stand out from other applicants as well as demonstrate knowledge of the organization. I made sure to list my knowledge, skills, and interest throughout the letter. My peer review from my partner allowed me to review and make changes to the second draft in order make the letter better.

 Overall, this assignment gave me a better understanding of professional writing I will do in the future. I have learned the importance of having someone review your work before you submit the final assignment. I received feedback and ideas that made this assignment easier to complete. I have also learned it is important to revise work and create drafts. When I was reviewing my work, I realized that revision allowed me to form a better draft and learn from my mistakes. This is something that I can apply not just for writing, but everyday life. After working on this assignment, I am confident that I have gained more knowledge in professional writing; I will excel the more writing I do in this course.