

Cover letter writing assignment

(5%)

Curriculum Expectation:

D1. Purpose, Audience, and Form: write texts in the target language for different purposes and audiences, using a variety of forms and knowledge of language structures and conventions of the written language appropriate for this course;

D2. The Writing Process: use the stages of the writing process – including pre-writing, producing drafts, revising, editing, and publishing – to develop and organize content, clarify ideas and expression, correct errors, and present their written work in the target language effectively;

D3. Intercultural Understanding: in their written work in the target language, demonstrate an awareness of aspects of culture in diverse communities where the target language is spoken and other communities around the world, and of the appropriate use of sociolinguistic conventions in the target language in a variety of situations.

Objective:

In this assignment, you will write two cover letters - one in English and one in Chinese. Specifically, your task is to write a Chinese cover letter as well as an English cover letter (maximum **2 pages each, submit in word/pdf document**). Please pay attention to the format and cultural differences between Chinese and English resumes and do not directly translate your Chinese cover letter into the English one.

Instructions:

1. Contents:

The following list is for your reference when you write your cover letters:

- Do you put your contact information in the page header of your cover letter?
- Do you write the date?
- Do you put the HR Manager's or the company's address at the beginning of the cover letters?
- Do you mention the name of the job position in the first paragraph?
- Do you cite the source of the job post?
- Do you write about your education/work experience that is relevant to the position?
- Do you write any related social experience?
- Do you express your interest in having an interview?
- Do you write down your contact information in the last paragraph?
- Have you proofread for misspelling or typos?
- Have you double checked your English cover letter to ensure the language is proper?
- Do your cover letters clearly show your qualifications and enthusiasm for the position?

2. **Reflect:** Think all your educational and social experiences and identify the aspects you've got that meet the requirements of the job post, and think how you express yourself to show your strong interest and enthusiasm for this job position.

3. **Cover letter structure:** Please ensure that the cover letters have a proper structure:
 - Your own personal contact information (name, phone number, city, email address)
 - The recruiter's address
 - Greeting
 - Mentioning the specific position you are applying for
 - Mentioning the source of the job post
 - Emphasis on your Educational background and/ or Social experience/ extracurricular activities to make the impression that you are a good fit for the position
 - Reiterate your eagerness to work with this company
 - Expressing of your interest in having an interview
 - Giving your personal contact information again, such as phone number and email address

4. **Quality:** Please ensure that your cover letters are free of spelling mistakes and grammatical problems. Also please make sure that they conform to the format requirements: **maximum 2 pages each, word/pdf document.**

Submission Guidelines:

- The essay must be submitted digitally to Moodle Dropbox in Lesson 2.5 before the due date – June 16 at 8:00pm.

Note: Plagiarism will not be tolerated. Ensure all information is properly cited and original work.

Rubric for Individual Presentation on Differences between Chinese and English

Category	Level 4 (80-100%)	Level 3 (70-79%)	Level 2 (60-69%)	Level 1 (50-59%)	Level R (0-49%)
Knowledge and Understanding	The contents of the cover letters are clearly presented with proper format and language	The contents of the cover letters are basically clearly presented with proper format and language	Missed some parts of the cover letters; needs more information	Limited experiences mentioned; significant gaps in contents.	Little to no contents. Or format and lanugage are inappropriate
Thinking and Inquiry	Creatively present information with a proper structure to enhance understanding.	Information is not well-presented and structure may be somewhat cluttered	Not enough information and contents are basic and lack clarity.	Presentation of information lacks clarity and proper structure.	Presentation of information lacks clarity and structure. Insufficient information.
Communication	Cover letter contents are well-organized, engaging, and effectively communicates the information.	Cover letter contents are organized and communicates the information clearly.	Cover letter contents somewhat organized and communicates most information clearly.	Cover letter contents lacks organization and clarity.	Cover letter contents lacks any semblance of organization, clarity, or engagement.
Application	Strong evidence of commitment to this assignment; worked effectively. Demonstrates a deep understanding on how to write a proper cover letter	Evidence of commitment, but lacked substantial work or involvement. Communicates key information but may lack some polish or depth.	Limited evidence of commitment; lack of sufficient work. Some areas could be improved for clarity and engagement.	Little to no commitment evident. Lacks clarity, engagement, or understanding on how to write cover letters.	No evidence of commitment. Lacks understanding of cover letters and ineffective communication.