

Explain in detail your document's development from planning to finish, describing your challenges, how you overcame them, and what you learned.

Planning

To plan my resume and cover letter I researched the company I was "applying" to: The Humane Society of Charlotte. Once I researched the company more and researched the job I was applying to, I focused on deciding what skills and experience I have that is relevant to the job. I had a lot of trouble deciding what exactly was relevant for the cover letter, I didn't want to sound arrogant or put too much about myself and not why I want the job. Once I spent time deciding what to put, I had to decide on what theme to use, what colors, what font, etc. I heavily based the design on the example given in class and a template on Word, and that really helped streamline the process, so I didn't have to come up with a completely new theme. Once again, I learned that I really don't need to put as much as information as possible – I just need to put enough to get the necessary information across to the reader.

First Draft (for peer editing)

For the first draft I spent a lot of time writing my cover letter, deleting it all, and writing it again. I had a lot of trouble deciding what to say and how to say it, and I was worried I was being overconfident in it. I overcame this problem by using the example as a rough guide of what to write and cutting out the rest of what I wrote. I did the cover letter after the resume, but the biggest challenge for the resume itself was making it look "clean" and not overfilled with information. I have a bad habit of putting too much information, and at first, I had much too much text under the bullet points, to the point that the resume was hard to read and it was hard to find my actual information. I overcame this, again, by cutting out irrelevant information.

Second Draft (for your packet)

For my second draft, after peer reviews, it seemed as if I was mostly on the right track. There were some comments about my cover letter and I made minor changes to it and my resume, and I believe that it was found that a different font was used on the two documents, so I fixed that. For the most part, though, the first and second draft were very similar with very few changes. I think the biggest challenge then for the second draft was just thinking about how to make my cover letter be interesting and more relevant. In the end I couldn't come up with anything that I felt was better so I kept it the same, I'm not sure if that was really overcoming the problem or not but I'd say it turned out fairly well in the end.

Final Draft (for your portfolio)

Mostly n/a – I made the changes recommended on Canvas and increased the indentation of the bullet points on my resume and changed some text on the cover letter. This should hopefully increase the readability and appearance of the resume, and make my cover letter sound more confident.