

Due electronically by 9:15am on Monday 5 October 2009

Grading: 25 points for writing, 25 points for professional practice

Suppose I forward the job advertisement below to you, showing you that a company in the Twinsburg area has programming jobs in a variety of areas, including part time jobs. You'd really like to earn some extra money, and think you could devote 10-15 hours per week to the job, possibly even full time in the summer. Write a cover letter expressing your interest, and send them a resume. Follow the advice of Hobson Hamilton, the Assistant Director of Career Services who visited the class on Wednesday 30 September.

My name is Nicole Simpson and I am a Recruiter with Progressive Insurance, at their Twinsburg office. We are looking for alumni or current graduates who may be looking for Computer Programming Opportunities. We have a few different positions available that we are having a hard time filling with qualified candidates. Each position usually has a different salary, based on the skill sets that each particular manager is looking for. We have both part-time jobs as well as full-time jobs, and would even consider a candidate looking for a part-time job now and a full-time job over the summer.

If you have any students who would be interested, please have them contact me at Progressive Insurance, 500 Frost Road, Twinsburg OH.

Thanks for your time,

Nicole Simpson
Technical Recruiter

Submit your cover letter and resume to me to me electronically in .DOC or .PDF format, via email to walker@cs.kent.edu with "Homework 3" as the subject of the email.

As before, I will reply to your email to confirm the receipt of your assignment.