

Due electronically by the start of class on Monday 15 November 2010

Grading: 60 points for writing, 40 points for professional practice

Suppose I forward to you the (real) job advertisement below, advertising local internship and full-time positions:

Ernst & Young's IT Advisory Shared Analysis Center (ISAC) is an Information Technology Enablement Center within our Advisory Services Performance Improvement practice. Our professionals work together in planning, pursuing, delivering and managing large, complex full-lifecycle initiatives. ISAC focuses on solving complex client business problems involving the acquisition, validation and analysis of data in electronic form. As part of ISAC, you will team with data analytics and business intelligence professionals and industry subject matter experts throughout our regional practices to develop and deliver a wide range of data analysis applications, including computer assisted audit tools and sophisticated custom analysis tools. You can expect opportunities to work with clients in a broad range of industry and business environments. We are currently looking for December, 2010 and May, 2011 graduates for our full-time Staff openings. We are also accepting resumes for Summer!

2011 Internships. All opportunities are based in our Cleveland, OH office. If you are interested in applying, please submit a copy of your resume for one of our open positions that are posted on the Career Center's on-line recruiting system. If you encounter any difficulty with submitting your resume, please contact the ISAC Campus Recruiter, Angela Ciborowski (angela.ciborowski@ey.com) or the ISAC Campus Recruiting Coordinator, Sally Smith (sally.smith@ey.com). Please note that the deadline to apply to these opportunities is being extended to midnight on Sunday, October 17th.

Assume you would like to explore working for a large company, are looking for a summer 2011 internship, and the deadline is actually November 17th. Write a cover letter expressing your interest, and also write an appropriate resume based on your own education and work experience. Follow the advice of Mr. Hamilton Hobson, the Career Services counselor who offered resume and cover letter advice on Wednesday 3 November.

Type your **cover letter** into a word processor such as Microsoft Word, Open Office, or Google Docs. Save the cover letter in .DOC, .DOCX, or .PDF format, and use **your last name**, a dash, and “**CoverLetter**” as the name of the file – e.g., “Walker-CoverLetter.doc”.

Type your **resume** into a word processor such as Microsoft Word, Open Office, or Google Docs. Save the resume in .DOC, .DOCX, or .PDF format, and use **your last name**, a dash, and “**Resume**” as the name of the file – e.g., “Walker-Resume.doc”.

Submit the two files containing your cover letter and resume to me electronically, via **a single email** to walker@cs.kent.edu or rawalke1@kent.edu with “**Homework 7**” as the subject of the email. I will reply to your email to confirm the receipt of your assignment.