

The Cover Letter and the Obituary

Due: October 8

Assignment:

Write a cover letter applying for a job you want to apply for after graduating from college; your own obituary after a long, full life; and a brief essay comparing the two. A fuller description of all three components follows below.

Cover Letter:

Imagine that you are applying for your dream job as you prepare to graduate from UMR and write a one page cover letter applying for that job. Be sure to outline the skills and experiences (e.g., internships, coursework, volunteer experiences, jobs, etc.) you would have when graduating that would make you an attractive candidate.

Obituary:

Imagine your obituary as it would be written after a long and fulfilling life. When writing your obituary, try to imagine what information you would want to be communicated about you and what information you think would be important to include in such an obituary. This obituary should be about one page long.

Comparison:

In no more than 300 words, compare the values expressed in the cover letter and the obituary that you wrote. In addition, discuss which values you take to be more important or more central to living a good life. Finally, discuss *why* the values you took to be more important are more important. In other words, discuss what makes these values the most important values for you to live by.

Grading Criteria:

Your assignment will be graded on the following criteria:

Argumentation: Do you clearly articulate a set of values appropriate for both the cover letter and the obituary? Does your analysis clearly and coherently argue for which values are most important, as well as presenting a compelling argument as to why those values are most important?

Writing: Is your assignment free of spelling and grammatical errors? Is your writing clear and concise? Are the various portions of the assignment written in a manner appropriate for their target audiences?

Rewrites:

This assignment may not be rewritten.

Advice:

For both the cover letter and the obituary, I encourage you to imagine what you would write if you were in the best position possible. What do you imagine you would have accomplished if you achieved everything you wanted to at UMR? What would you

hope people would say about you if you lived the very best life you could imagine? The point of the first two sections of the assignment is to give you the opportunity to imagine a fully-realized version of yourself achieving important goals.

For your analysis, do not assume that the most important values can be found online in either your cover letter or your obituary; it's possible that these values can be found in both. What's important is that you are able to identify these values and argue clearly, coherently, and compellingly for the importance of these values.