

Eagle Advantage Reflective Writing Assignment
Lindsay Steiner, Fall 2021

Part 1: This week's online writing assignment will help you connect what you've learned this semester to your skills and career goals. Next week's assignment will build on this (you'll write some résumé content).

- **Step 1:** Create a new Word file and include the following information in a heading at the top of the page: your name, ENG 310, week 13 assignment, and the date you submit the assignment.
- **Step 2:** Take a few minutes to review the Eagle Advantage website. This is a program from Career Services designed to help students articulate their experiences and skills to potential employers (during an interview and in job application materials like resumes and cover letters). There are eight "career competencies" listed in the Eagle Advantage; these are skills that employers want from job applicants, regardless of the position. The competencies are derived from a national survey of employers.
- **Step 3:** Describe some of your career interests (no need to have a specific job in mind at this point if you don't yet have one in mind; if you have general ideas, that's just fine for this assignment).
- **Step 4:** Identify at least three competencies from the EA website that you have developed this semester in our class. Describe how you have developed each of those competencies this semester. These can be skills you already had but developed further in our course OR they can be new skills you've developed. Give specific examples. Write at least 150 words for this section.
- **Step 5:** Identify at least three competencies from the EA website that you would like to develop more in the future. Describe specific actions you can take to help build those skills. Write at least 150 words for this section. If you'd like to continue developing competencies that you discuss in step 3, you may discuss them here too--for example, if you discussed the development of written communication skills for step 3 and you want to "level up" those skills and address them in step 4, that's great.
- **Step 6:** Include at least one question for me related to career planning/prep (could be about internships, applying for jobs, interviewing, writing job application materials, building a portfolio, job shadowing, etc.).
- **Step 7:** Submit! Let me know if you have questions.

Part 2: This week's online writing assignment builds on what you did for week 13 and will help you connect what you've learned this semester to your skills and career goals.

- **Step 1:** Create a new Word file and include the following information in a heading at the top of the page: your name, ENG 310, week 14 assignment, and the date you submit the assignment.

- **Step 2:** Take a few minutes to re-review the Eagle Advantage website and your ideas from the week 13 online writing assignment. Your work on that assignment may help with this week's assignment.
- **Step 3:** Review the following resources--you'll need the information from these materials to complete this assignment.
 - [How to Highlight Class Projects on your Resume](#)
 - [Writing Resume Bullet Points](#)
 - [Eagle Advantage action verbs for resumes](#)
 - [Example resume with "Relevant Coursework and Projects" section](#) (click "General Resume" to expand the content box and view the document)
- **Step 4:** Create a resume section with at least 3 bullet points focused on skills/experiences/projects/tasks/responsibilities/etc. related to your work in ENG 310 this semester. Use the strategies and formula from the resources in step 3 write your bullet points. You do not need to submit a full resume for this assignment. A resume section template is below--you should adjust the template language as needed:

Relevant Coursework & Projects

Project Title, Course Title, UW-La Crosse, La Crosse, WI, Month Year

- Skill (power/action verb) + What you did (responsibilities/tasks) + How/Why (purpose/goal/intended impact)
- Skill (power/action verb) + What you did (responsibilities/tasks) + How/Why (purpose/goal/intended impact)
- Skill (power/action verb) + What you did (responsibilities/tasks) + How/Why (purpose/goal/intended impact)
- **Step 5:** Write a reflection of at least 200 words describing your process and decisions for creating the resume section in step 4. Describe, too, how this resume section/bullet points might fit into your resume. For example, if you are interested in jobs/internships related to our class, you might talk about how you can tailor this section further to that kind of job. Or, if you are interested in jobs that aren't directly related to our coursework, please describe how you might tailor this resume section appropriately (for example, to focus on "transferable" skills).
- **Step 6:** Save this assignment so that you can add the section/bullet points to your resume and/or to use it as a reference for writing other bullet points for your resume in the future.
- **Step 7:** Submit! Let me know if you have questions.