

Job Profile Essay

The final product of this assignment is a job profile essay on a professional who has the career/job of your choice. The criteria, however, is that the job should be related to an agriculture based field.

Deliverables

The following are the written components you will be turning in for this essay unit:

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| 1. Interview request email/letter | 20 pts |
| 2. Typed interview transcript/notes | 30 pts |
| 3. Job profile essay | 80 pts |
| 4. Thank you letter | 20 pts |

Assignment Process

This assignment involves the following steps. The steps are listed in a sequential order to ensure that you are able to complete all the necessary tasks in a satisfactory manner.

1. **Identify the professional:** You will first identify a professional in your field who is following a career path of your choice. The individual need not have achieved the goal, but must be well ahead in the game. So, make sure the person you interview has spent much time considering and working towards the career of choice.

You can ask your adviser for leads, talk to department staff, use personal contacts, or look up university directory for specific contacts. Make sure the person you choose is accessible and available for an interview on a two-week notice in order to help you complete the assignment in the stipulated time.

2. **Request an interview:** The next step is to request an interview with the person. Draft a request email or letter, as appropriate to the case and ask for a specific time, date, and location for meeting. Make sure you state the purpose of the interview. You might have to write back and forth a couple of times or make a phone call to set up a date for the interview. Generate a list of tentative questions that you will ask, and make sure to send it to the person before the interview so that the interviewee is better prepared to respond. Try to set a time when you are relatively free. If you have pressing work immediately before and after the interview, you might end up with a hurried interview.
3. **Interview the professional:** Make sure you go to the interview on time. Dress appropriately. Be prepared with your list of questions and writing material. Keep the flow of the interview as a conversation. Be comfortable and enjoy the interview; you will make the other person comfortable too. But, make sure you try to cover all relevant questions you had in mind. If you have reached the end of your time, but you are still discussing, gently remind the interviewee about the

time. Make sure you stay only for the pre-stipulated length of the interview unless the interviewee wants you to stay further.

Photograph the interviewee to include in your essay, but make sure you ask for permission first. You can check out digital cameras from the English Department (Ross 206) in case you might need one. Additionally, you could record the conversation on a tape/digital recorder if you have one, so you can refer back to the exact words the person said. Using digital technology surely makes the job easier, but do not assume people will let you use it around them; always make sure to ask for permission beforehand.

Remember the profile is of an individual with a specific job, so focus on the person keeping in mind his/her career, i.e. make sure to gain an insight into life experiences that have influenced and shaped the person's career choices. Make sure when you ask questions and use your notes that you look only for individual information which is pertinent to the career. Be curious, but don't pry into unnecessary personal information. Also, ensure the person's willingness and comfort while asking to share information.

4. **Transcribe the interview/notes:** Transcription is the act of typing up the interview. Choose sections from the interview that you might later consider using in your profile and type them. If you have not recorded the interview, then type up your notes and quotes that you have jotted down. Make sure you take substantial notes during the interview; you must have at least 1 page of single-spaced text (12-point, Times New Roman font).
5. **Write the essay:** After you have transcribed your notes, it is time to write the profile. It is never too soon to start drafting the essay while the interview is still fresh in your memory. The more you delay the writing, the more you might experience trouble in recalling certain details of the session or about the person. The profile essay is a means of looking at a profession through the eyes of a professional in that field. Hence, the essay will be a personal insight into the profession. *It is not a research paper on the job* but a person's insight into the job.

Make sure that you make it clear through your writing that you are lending a personal insight. Focus on details special or distinctive about the person and the job about which you are writing. You may focus on the person's attire, body language, or a specific way of relating information that might lend an insight into the person's profession. Explore on experiences that shed light on how the person became the way he or she is and what forces and factors have shaped this person as a professional.

You may list emotions, attitudes, and values that the career evokes. All jobs have a different character to them: some involve active work while some involve sitting down most of the time; some involve public interaction while some involve individual input. All jobs adhere to a list of values such as honesty, solidarity,

customer satisfaction, accuracy, ethical integrity, but some jobs stress on some over others. Find out what sort attitudes and values do individuals need to bring to the job.

Lend your own personal insight to the profile by listing information that interested or surprised you about the person and the job and why it did. Explain how this information has influenced you and how it has shaped the way you see the job.

6. **Draft a thank-you letter:** Sending thank-you letters is a professional practice. Professionals file these thank-you letters as a testimonial for professional service. Besides, it is polite to thank a person for his/her time and efforts. Hence, you are expected to write a thank-you letter to the person you interviewed.

Do not simply thank the person, but make sure you also achieve the following: contextualize* the interview, state its purpose, summarize important points discussed, and relate how it proved useful.

You will draft the letter, sign it, put it in an addressed envelope and bring it to me. I will read the letter, grade it, affix a stamp and mail it to the person. Thank-you letters are also accompanied with a signed card to lend a personal touch to the otherwise typed letter, but that is optional in this case.

* By contextualize, I mean provide information on the where and when the interview occurred.

Grading Rubric

<p>Content in Context</p> <p>Includes distinctive details about the person and the job</p> <p>Includes emotions, attitudes, and values</p> <p>Forces and contributing factors that shaped the person</p>	
<p>Audience</p> <p>Captures the reader's attention</p> <p>Audience specific style</p>	
<p>Organization/Development</p> <p>Purpose of the essay is clear in the introduction.</p> <p>Related ideas are grouped together.</p> <p>Smooth transitions</p> <p>Effective conclusion</p> <p>Personal perspective is effectively developed.</p> <p>Sufficient details about the profession</p>	
<p>Mechanics</p> <p>Paper free is from mechanical errors.</p> <p>Sentences are grammatically correct.</p>	
<p>Optional</p> <p>Do you visually format your essay with transition subheadings?</p> <p>Do you use visual elements such as inserts or pictures?</p>	