

To: Corinne H Shearer

From: Juliani Amazan

Date: 02/18/2024

Subject: Reflection on Creating and Compiling POP Materials

As per the assignment requirements, I am reflecting on my experience of creating and compiling my POP (Professional Opportunities Program) materials. Below are my responses to the reflection questions:

My research process involved exploring various online platforms, university career portals, and professional networking sites to find three diverse opportunities relevant to my career interests and skills. I considered factors such as job descriptions, required qualifications, location, and potential for growth in each opportunity.

I selected the opportunity that closely aligned with my career goals, offered opportunities for skill development, and seemed like a good fit for my background and experience. Additionally, the organization's mission and values resonated with me, making it an attractive choice.

To tailor my resume for the position, I carefully reviewed the job description and highlighted relevant skills, experiences, and accomplishments that directly matched the requirements of the role. I also ensured that the format and layout of my resume were professional and easy to read.

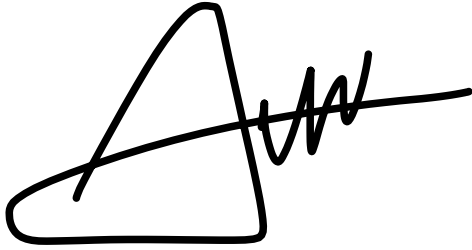
I tailored my cover letter to the specific audience by addressing the hiring manager or relevant contact directly, demonstrating my understanding of the company's needs and challenges, and articulating how my skills and experiences could contribute to addressing those needs. I also emphasized my passion for the industry and the company's mission to show genuine interest and enthusiasm.

One challenge I faced was balancing the need to showcase my qualifications and experiences without coming across as an overconfident person in both my resume and cover letter. It was a fine line to walk, but I got feedback from my classmates and utilized resources from our class activities and readings to refine my approach.

Through this assignment, I learned the importance of tailoring application materials to specific opportunities and audiences. It highlighted the significance of research, effective communication, and attention to detail in the job application process.

Overall, this assignment was a valuable learning experience that helped me enhance my job search skills and prepared me for future career opportunities. Thank you for the opportunity to engage in this exercise.

Best regards,
Juliani Amazan

A handwritten signature in black ink. It features a large, stylized letter 'A' on the left, followed by a series of three vertical, wavy lines, and a horizontal line extending to the right.