

## **PW Club Minutes**

**February 23, 2011**

**Meeting begin: 6:05 pm**

**Attending: Kelli Barnett, Courtney Elsten, Sadie Williams, Bridget Johnston, Ross Blythe, Adam Weatherford, Katelyn Roberts**

Topic: Crouse Scholarship Workshop

### **Crouse Scholarship Workshop**

Current Crouse Awardees

Kelli Barnett

Crouse Scholarship & Internship in Academic Publishing

Work with Dr. Salvo on academic journal (Programmatic Perspectives)

Entering writing and being published in academia

Turned in: final project for ENGL 306 (Interview in Professional Writing) and technical manual that helped write

Included in cover letter: wanted to help people write

Ehren Pflugfelder

What are qualities that you have and activities you have done that would be good for helping authors, publishing, and editing?

Cover letters: have to *show* it, can say you have experience but must prove it

What makes you interested in PW?

Projects, classes

Be energetic and excited!

Writing samples: high quality stuff (be sure to enclose in folder or binder)

Technical Writing Scholarship

Only in PW for one semester

Tried to show interest in technical writing

Show how to get where you want to go in technical writing

### *Motivation*

Also: classes you want to take, why you want to take them, what you are interested in, etc

Can put Word documents into InDesign

### Transcripts

In Hovde, give ID and ask for copies (free)

### For Publishing scholarships

Turn in *really* polished works: hardly any (no) mistakes

Developing, seeking to know more

Acknowledge what you still need to work on

Can use creative writing samples to show polish (as an extra)

Show mastery of proof-reading, editing, revising

### Russell's Strategies for Application Writing

When you submit your writing documents you *must* state significance of pieces in your cover letter

What you learned, skills acquired, etc

Give them context

In cover letter, never *ever* start with “For as long as I can remember, I wanted to be...”

State real moment you became interested

Your ethos: not much improved by lying

Cover letter only needs to be one page

Ideal: Intro, two body paragraphs, conclusion

1<sup>st</sup> Paragraph: where you’re coming from, why you’re interested

Body paragraphs: Focus on skills, knowledge base, provide examples and *explain* examples

At end of paragraph: why this qualifies you/makes you a good candidate

2 particular skill sets or 2 examples of writing

Conclusions: all pretty brief (“Thank you for your consideration, here’s the information, look forward to hearing from you, etc)

Address to Crouse Scholarship Committee or Dr. Salvo

*No contractions!* (professional document, also know your audience)

Restrict passive voice (strong/action verbs)

Things to stay away from

“I don’t know anything”/“I’ve never done anything like this before but”

Don’t sound overly-confident: “I would be *perfect* for this job”

Say “I would be a good/qualified candidate”

*Never* lie: don’t say you’re an expert and you aren’t really

Objective

“To obtain \_\_\_\_\_ Scholarship in order to further my career/studies in professional writing...”

Resume

Section most helpful: skills/qualifications (after education)

3 or 4 skills

Makes you better than just your education/course work/job experience

**Meeting adjourned: 7:01 pm**

Respectfully submitted,  
Courtney Elsten