

MEMORANDUM

DATE: March 19th, 2019
TO: Ms. Lisa Ramirez, Lecturer
FROM: Shanique Saldano, SCS
SUBJECT: Reflection

This memo serves as my reflection on the drafting and revision process of my job packet.

Initial draft and peer revision

I had little confidence drafting my first job packet and paid no attention to the details and attractiveness of my resume. During peer revision, I became aware that adding elements such as knowledge of the company goals and expected contributions to the company, can give more personality and character to the cover letter. Moreover, revising my peer's work gave me the opportunity to view an alternate example layout of a resume. My lack of experience and poor format made my initial resume look informal and blank. In revising our packets, I understood that following the design principles could correct the issues I had with my resume and aid me in formatting it better.

Correcting my job packet

Peer revision enabled me to revise my job packet confidently, as I implemented what I learned.

- I performed a minor research on the company to which I was applying; as a result, I was able to reflect this knowledge in my cover letter and personally connect my interest and skills with those required by the company.
- I removed 'empty' adverbs and adjectives from my description and replaced them concrete skills and talents gained from experiences.
- Adding heading features, colors and other graphic highlights dramatically changed the layout of my resume. The design changes to the resume format corrected the imbalance of white space, and made it more reader friendly.

Conclusion

This assignment gave me relevant information and guidelines on preparing job packets. It made me more aware of aligning my skills and experience to specifically suit the job requirements. My job packet is a representation of myself and after having done this assignment, I feel that I am better able to identify myself and my characteristics in my cover letters and my resumes.

Shanique Saldano

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Career Objective

Seeking a full time position at the Belize Tourism Board where I can employ my technical skills and research knowledge to assist and facilitate Tourism growth throughout the country.

Education

The University of Belize

Bachelors in Tourism Management

Expected graduation: May 2020

St. John's College Junior College

Associate Degree in Social Science in Sociology and History
Graduate 2016

Experience

Catering

Cuisine & Champagne Catering Co. Ltd.

Responsibility. Assist with orderings and preparations for events.

Graphic Design

Norman's Printing Ltd

Responsibility: Assist in the development and creation of graphic designs and images for the different booklets, calendars, and brochures etc that are required to be printed at our firm.

Volunteer Experience

Summer Camp Counsellor

August 2014 - August 2016

Belize City, Summer Camp

Responsibilities: Assist with the planning and teachings of camping activities to high-school students enrolled in the program through daily camp sessions.

Member of Student Council

August 2015 – May 2016

Saint John's College Junior College Student Council

Assisted in the planning and preparation for student body activities and events.

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March 5th, 2019

Mrs. Karen Bevens
Director
Belize Tourism Board
64 Regent Street,
Belize City, Belize

Dear Mrs. Bevens:

I am interested in the vacant Administrative Assistant post, advertised in *The Amandala* dated 1st March 2019. The Belize Tourism Board is responsible for bridging the gaps between the private sector and the government as well as implement programs to further build our Tourism Industry. I have always understood the importance of this initiative and have always been passionate about Belize's Tourism Industry. If I am afforded this opportunity, I can apply my technical skills alongside my knowledge of modern technology to ensure the company is always able to adapt and meet the constant changes within the Tourism Market.

I am currently pursuing my Bachelor's Degree in Tourism Management at the University of Belize. During my semesters, I have worked in various groups with varied personalities allowing me to develop my skills as both a team player and a team leader. These responsibilities pushed me to understand the importance of professionalism when working with others as well as the importance of meeting deadlines. Moreover, my involvement in Student Council and other minor experiences have given me training in planning and coordinating events and helped to further develop my written, oral and time management skills. With these qualities I am positive that I can become a meaningful member of your company, eager to contribute towards the success and sustainability of Tourism in our country.

Thank you in advance for your consideration of my application. For any queries or questions, I can be contacted by phone or through my email address. I am available for further inquires and hope that we can discuss setting up an interview. I look forward to your response and hope to become a member of your staff.

Respectfully,

Shanique Saldano

