

Assignment: Letter Report

- Readings:** Lesikar’s Chapter 11, pages 349 – 362
Sample letter Report, pages 360 – 361
Lesikar’s Appendix B, pages 608 – 611
- Length:** 750 words minimum, not counting Works Cited
- Audience:** Your supervisor, colleagues, and clients
- Purpose:** To research and recommend career advice to potential clients
- Format:** Formal business letter style, including the following elements:
Return Address (or you may use a Letterhead)
Date
Inside Address
Salutation, followed by colon
Letter contents
Closing
Signature Block
Second Page Heading
MLA-style parenthetical, in-text references for any source material used
MLA-style Works Cited List

Writing Situation: You work for a company¹ whose mission is to offer advice to college students who are considering their career options. In today’s meeting, your supervisor asked you to research the career outlook in one of the Occupation Groups listed in the “Occupational Outlook Handbook” section on the government’s *Bureau of Labor Statistics (BLS)* website available at this address:
<http://www.bls.gov/ooh/>²

For example, if you click the **Education, Training, and Library** link in the Occupational Groups list, you might research the career of **High School Teacher**. If you click the **Healthcare** link, you might research the **Nursing** career. You may select any career from the ones listed on the *BLS* website.

Assignment Requirements: Write a 750-word (roughly two full pages, single-spaced) Letter Report in which you present your findings about the career outlook for the occupation you have chosen to research. You should include the following information, in addition to any other relevant material you find in your research:

- Employment prospects
- Typical jobs
- Advancement opportunities
- Salary range
- Career advantages/disadvantages
- Typical responsibilities
- Your recommendations (see below for more information about this important section)

¹ In writing about the company in this assignment, you should feel free to make up a company name.

² You **must** use this website in your research

To succeed on this assignment, you will need clear recommendations in your Report. The specific audience for this part of the Report will be the potential clients who seek advice about their careers. Based on your research, what would you recommend to a college student who is interested in the career you have researched in this Report?

In addition to the *BLS* website provided above, you might also search for information disseminated by professional societies. These groups will often publish useful statistics on salaries, working conditions, and other information about the field. For instance, the [NSA](#) and [AICPA](#) are both professional societies for Accountants. **Whatever sources you use should be credible and professional or academic-based. Do not consult sources such as Wikipedia, Ask, or other sites whose information might not be reliable.**

You might also consider interviewing someone who currently works in this field although that is not a requirement of the assignment.