Navigating **Intelli**√riter[™] Rename a document

Rename a document: At any time, you can rename your document by double clicking the document name in the top bar.

File 🗸	Selecting and Submitting Writing Samples	+ Check My Doc		Language: E	nglish	~	ð -
🗅 Copy 🖨 Pas	Raste from Word C Ca +	🛛 - Normal -	+ Grammar	Commente	🛓 Share	Help	Ind Stat
	🛨 🚍 🧮 🚝 Style Gu Select S 🛥 🛒 🎀 🏧 🏛 Ω < Share 😡 Show Co	omments 💭 Comment 🕃 🚡					
Select	ing and Submitting Writing Samples						
What is a w	riting sample and why is it necessary?						
	mpetitive job market, applicants—even those applying to positions not related directly to writing—may be requir ese are primarily used to determine writing ability, show literary and grammar skills, and reflect one's overall writ						
What shoul	d I consider when selecting a writing sample?						
 If the If you 	v employers instructions; it is fine to ask for clarity if you are unsure. employer does not specify, submit a sample that closely matches the subject matter or position. have no relevant work experience (i.e., you are applying for an entry-level job), you may submit a school assigr work for a science-related position. An assignment from a business or technical writing class would also be app						
Are certain	samples inappropriate?						
 Avoid appro matcl Blogs 	itting outdated samples (older than one year) is not a good idea. Doing so communicates that you have not key samples that have no relevancy to your industry/expertise. For example, a creative or narrative writing sample' priate when applying to a scientific or technical position, whereas it might work well for other positions or gradua your sample to the kind of writing you will be doing on the job. are discouraged unless they are professional sounding and relevant to your field. sending samples on political or religious topics.	would not be					
What if I do	n't have an appropriate, recent sample?						
Write	one! There is no rule that your writing sample must be something you wrote for work or a class.						
How long s	hould a writing sample be?						
how i • You n	les should be concise and succinct: one to four pages are usually sufficient. In many cases, reviewers are prim vell you convey your ideas (structure and grammatical accuracy) as opposed to content. nay provide an excerpt of a longer paper, as long as the excerpt makes sense as a stand-alone document. If you of of a longer work, be sure to note that on the first page.						
Can I subm	it a sample I co-authored?						
effort	ermissible to send a sample that was a collaboration between you and another person; however, it's best to do : s are a part of the position for which you are applying. set to also include other samples where you are the sole author.	o if collaborative					
Are there a	y precautions I need to take when submitting samples?						
prote	re to protect confidential information included in your documents. Change or remove names, company names, a t the identity of those referenced. our sample! Just because you received a good grade on a paper doesn't mean it's free from errors.	addresses, etc., to					
Start gather	ing samples now!						
when neede	We when you might be asked to submit a writing sample. Consider developing a portfolio of well-written pieces d. Choose samples that represent a full range of skills: samples of how well you summarize and convey comple lodes, journals and blogs (relevant ones). You can keep a few of your best writing samples in Handshake.						

