

## **Job Application Packet Cover-Memo**

February 9, 2014

To: Professor McLaughlin

From: Sam Kim

Subject: Job Application Packet

### **Lauren Griffith Associates: Full-Time Landscape Architect/Designer**

#### **Job Description:**

This job requires its prospective employee to work under supervision of principal and experienced landscape architects on significant projects of various scales. Must have strong communication skills to explain design concepts with co-workers as well as clients. Must be collaborative and work well with others and bounce ideas off one another. Specific duties will include the production of presentation graphics and construction documents and occasional site visits to take field measurements. The firm is looking for candidates with a Masters or Bachelors degree in Landscape Architecture who possess strong design skills with a high efficiency in AutoCAD, Photoshop, Adobe Illustrator, InDesign and Sketch-Up.

#### **Audience Analysis:**

Lauren Griffith, owner and founder, will be the one who reviews my application. On the job ad, she provides her phone number and email as the main contact during the application process. Ms. Griffith is the one who will be reviewing candidate's resumes largely due to the fact that this is a small firm and the number of applicants is not as high as a large multi-disciplinary firm.

Along with communicating with clients verbally, it is of paramount importance to communicate visually as well. Proficiency in computer skills to produce images and maps to support your vision are vital to the job.

#### **Rhetorical Analysis:**

At the top of my resume, I will highlight the degree that I am receiving from Penn State. This is of utmost importance because to be considered for this position, the candidate must have at least a Bachelor of Landscape Architecture. My GPA is not very relevant because in landscape architecture, there is no "correct" answer and every design always has room for improvement. Rather than showcasing my GPA to suggest my knowledge and skills within my field, my portfolio or work samples can take the place of that. I will also remove my high school information because this job offer is in Texas and they do not publicize that anyone in their firm is from the New Jersey area, so it is not very relevant for this firm.

My past work experience will follow my education. This shows that I have both professional experience in my field and very strong communication skills. My internship with BTS Landscaping shows I have hands on experience dealing with the installation of

projects. My job at Lion Line shows that I am comfortable with talking to others, improvise quickly and communicate my points clearly and effectively. Lastly would be my job at Willow Lake Day Camp because it is not very relative to my field of work but it does show some examples of how I communicate well with others.

Following my experience would come my skills in computer programs. In the job ad, they made it very clear that knowledge in certain computer programs is required. Showing this section on my resume makes it very clear that I have extensive knowledge in those required programs.

My leadership and activities would come next. This shows that I was involved in other activities outside of the classroom not only in high school, but in college as well. It shows that I have an interest in other people and that I can manage my time well by juggling schoolwork and extra curricular activities.

At the very bottom of my resume, are my two references. I have provided the names and full contact information for both, as this will make it as easy as possible for the employer to get in contact with either of them if they were to have questions. This is especially important because often, companies like to contact previous employers or even professors to see how the candidate interacts with others and ask questions about things that cannot be determined from a mere resume, such as character and personality.

### **The Architecture Unit of the Port Authority of NY & NJ Engineering Department: Landscape Architect Intern**

#### **Job Description:**

All applicants for the Summer Internship Program must be candidates for a landscape architecture degree from a LAAB-accredited program. Candidates will be assessed on verbal and written communication skills, work experience, design capability, hand sketching and rendering, software agility, model making and capacity for team work.

As an intern with the Port Authority, you may be involved in efforts related to conceptual design, design development, presentations and contract drawings as a part of a Landscape Architectural Design Team.

#### **Audience Analysis:**

When being evaluated for the intern position, the selection process is typically a two-part process. Your application is first sent to the hiring department and if they are impressed with your application they call you in for an interview. During the second round of interviews, if they are still interested, they will call you in for another interview with the Human Resources Department.

Due to the large number of employees that work at the Port Authority, it is impossible for one person to review all of the applicants. It is left to a group of people in various departments that all help and give input on each candidate before making a final decision.

It is inevitable that anyone working at the Port Authority will interact with a plethora of people, from fellow co-workers to community members in towns they are working in. Therefore, members of the hiring department and Human Resources are going to look for candidates that can write well and communicate with an audience.

**Rhetorical Analysis:**

At the top of my resume, I will highlight my Bachelor of Landscape Architecture degree that I will be receiving from Penn State as well as my expected graduation date. This is the most important element of my resume because to be eligible for the position, all candidates must be entering their final year of design study at a LAAB-accredited program. I will also include my high school information to show that I am from the area and very familiar with New Jersey and parts of New York.

Next I will provide my work experience. They emphasized the importance of past work experience as well as strong communication skills, so the work experience section of my resume is a perfect way to showcase both. All of my past work experience shows that I can communicate and work with others very well and work in groups to get a task done. I will put my job at Lion Line first because that job is solely based on how well I can communicate with alumni and make a strong convincing case to them. Next I will put my job at BTS Landscaping to show that I have Landscape Architecture experience, even though it may not be directly related to the work I will be doing with the Port Authority.

After my work experience, will come my skills. I will reorganize the order I list my skills to put the most relevant ones at the top of the list. Categories such as hand sketching and rendering, and model making will come before the computer programs because they specifically requested these skills. They do not list any specific computer programs, but rather say software agility. This doesn't allow me to decipher what computer software's they use and so my specific technical skills may not be very relevant for this position.

My leadership and activities would come next. This shows that I was involved in other activities outside of the classroom not only in high school, but in college as well. It shows that I have an interest in other people and that I can manage my time well by juggling schoolwork and extra curricular activities.

At the very bottom of my resume, are my two references. I have provided the names and full contact information for both, as this will make it as easy as possible for the employer to get in contact with either of them if they were to have questions. My references could be especially important for this position because my first reference, Eliza Pennypacker, is a professor here at a LAAB-accredited program here at Penn State, and my other reference, Brian Shernce, is a registered Landscape Architect in New Jersey.

## DETAILED JOB INFORMATION

|                                |  |
|--------------------------------|--|
| <b>Job ID:</b>                 | 6525   |
| <b>Title:</b>                  | Landscape Architect/Designer   |
| <b>City:</b>                   | Houston  |
| <b>State:</b>                  | Texas  |
| <b>Zip Code:</b>               | 77005  |
| <b>Country:</b>                |  |
| <b>Category:</b>               | Landscape Architects   |
| <b>Years of Experience:</b>    | All Years  |
| <b>Compensation:</b>           | N/A  |
| <b>Description:</b>            | <p>Small, highly creative, award-winning landscape architecture firm seeking entry-level to mid-level landscape architect or designer to work under supervision of principal and experienced landscape architect on significant projects of various scales. Duties will include production of presentation graphics and construction documents, occasional field measurements and site visits for analysis and/or construction administration. Strong design skills will contribute to design work, as well. Current workload includes small, active urban parks; large regional parks; office tower sites, a theater and a conceptual project at the University of Houston School of Architecture. Several of our projects are seeking LEED certification.</p> <p>Salary will be commensurate with experience.</p> <p>Preferring a studio approach, we keep our firm small and tailor teams to meet specific project demands. Collaboration keeps us engaged and on point with current practices. Candidates must be talented, focused, intelligent, self-starting and able to work independently. Strong verbal communication skills are essential. Computer skills must include AutoCAD, Photoshop, Adobe Illustrator and InDesign and Sketch-Up. Hand graphics are a plus. LEED accreditation is a plus.</p> <p>Please submit resume and digital portfolio for review.</p> <p>Masters or Bachelors degree in Landscape Architecture or Architecture.</p> |
| <b>Skills Required:</b>        |  |
| <b>Education Requirements:</b> |  |
| <b>Travel Required:</b>        | No   |
| <b>Date Posted:</b>            | January 27, 2014   |

## JOB CONTACT INFORMATION

### Lauren Griffith Associates

Lauren Griffith

**Phone:** 713-838-7120

**Fax:**

**Email:** [lgriffith@laurengriffithassociates.com](mailto:lgriffith@laurengriffithassociates.com)

5252 Westchester St.

Suite 170

Houston , TX 77005

United States

711 East Beaver Avenue  
Apartment K-19  
State College, PA 16801

February 10, 2014

Lauren Griffith  
5252 West Chester Street  
Studio 170  
Houston, TX 77005

Dear Ms. Griffith,

I am contacting you on behalf of an opportunity to obtain a summer internship position as a Landscape Architect. With my strong work ethic, focus and valuable communication skills, I firmly believe that I am the perfect candidate for this position. My qualifications will allow me to benefit and be an integral addition to your firm.

I am currently an eighth semester senior at The Pennsylvania State University studying Landscape Architecture. Throughout my academic career at Penn State, I have taken numerous studio courses that dealt with various types of projects such as environmental restoration, community planning, hardscape installation and storm water management; to name a few that have been vital to my education. With a combination of my past internship at BTS Landscaping and studio courses, I have dealt with project scales as large as 15 acres to as small as private family residences. After viewing your firm's profile and portfolio, it is evident that you, as well, design projects at a variety of scales, allowing me to transition smoothly into your firm.

With my skills, we will be able to work efficiently together to accomplish the mission you have established for your firm; giving each project your full attention and focus it deserves to complete each new challenge. I have read that you are particularly skilled at facilitating public meeting to reach consensus on public projects. With my strong communication skills that I have acquired at Lion Line, I can effectively address an audience and convey my message quickly and clearly to make my case. My past experiences in and out of the classroom have molded me into a well-rounded Landscape Architect that will be a great asset to Lauren Griffith Associates.

I have enclosed my resume for your reference and can send my portfolio upon your request. I can be contacted at any time at (973) 229-0737 or swk5308@psu.edu. Thank you for you time and I look forward to hearing from you soon.

Sincerely,

Sam Kim

# samuel kim

Telephone: (973) 229-0737 | Email: swk5308@psu.edu

## EDUCATION

### Bachelor of Landscape Architecture

The Pennsylvania State University, University Park  
Minors in Geography and Environmental Inquiry

Expected May 2015

## EXPERIENCE

### BTS Landscaping, Flanders, NJ

Plant installation team member for private residential properties in northern New Jersey  
Obtained plant identification knowledge  
Mastered proper plant installation and management techniques

May 2013-August 2013

### Penn State Lion Line, State College, PA

Telefund Caller  
Contact Alumni to raise monetary contributions on behalf of Penn State academics  
Communicate with alumni to facilitate the relationship between Penn State and their major college  
Work among the Penn State Community to help students obtain superior education and opportunities

September 2013-present

### Willow Lake Day Camp, Lake Hopatcong, NJ

Ropes Specialist  
Certified in belaying and harnessing children, would be in charge of 10-15 children at a time for 50-minute increments, taught children teamwork skills and benefits of collaboration  
Certified in assembling and operating a zip line

Seasonal 2009-2012

## SKILLS

| Technical:        | Proficient | Advanced | Non-Technical:  | Proficient | Advanced |
|-------------------|------------|----------|-----------------|------------|----------|
| AutoCAD           |            |          | Hand Rendering  |            |          |
| Adobe Illustrator |            |          | Model Making    |            |          |
| Adobe Photoshop   |            |          | Laser Cutting   |            |          |
| Adobe InDesign    |            |          | Korean Language |            |          |
| Google Sketchup   |            |          |                 |            |          |
| ArcGIS 10.1       |            |          |                 |            |          |
| Rhino             |            |          |                 |            |          |

## LEADERSHIP AND ACTIVITIES

### Landscape Architecture Student Society, Member

Assisted in organizing student activities

2010-present

### San Dol Church Youth Group

Selected leader/mentor of the youth group  
Led multiple small group discussions that taught leadership roles

2004-2011

### Brother of Phi Sigma Kappa Fraternity

Organized fundraisers for the Leukemia and Lymphoma Society  
Organized fundraisers benefiting THON

2011-present

### The Penn State IFC/Panhellenic Dance Marathon, Volunteer

Designed THON T-shirts to be worn by 34 committee members  
Largest student run philanthropy in the world  
Participated in multiple weekends of fundraising to raise money for the fight against pediatric cancer

2011-present

### Little Lions Day of Play, Volunteer

Met and interacted with children with mental and physical disabilities

Fall 2010

## REFERENCES

### Eliza Pennypacker

Professor of Landscape Architecture  
The Pennsylvania University  
424 Stuckeman Family Building  
University Park, PA 16802  
Telephone: (814) 865-7832  
Email: exp8@psu.edu

### Brian Shernce

President and Founder  
BTS Landscaping  
2 Gold Mine Road  
Flanders, NJ 07836  
Telephone: (973) 347-0707  
Email: brian@btslandscaping.com

## LANDSCAPE ARCHITECTURE INTERNSHIP - PORT AUTHORITY OF NEW YORK AND NEW JERSEY

### **2014 Landscape Architecture Summer Internship Program**

The Architecture Unit of the Port Authority of NY & NJ Engineering Department seeks an intern Landscape Architect to join a staff of architects, landscape architects, and graphic designers working in a multidisciplinary design division on projects within the agency. We provide a broad range of design services that include site and transportation planning, building programming, architectural design, landscape design, graphic and wayfinding design; all developed within a practice of sustainable design and design excellence.

Our portfolio includes important and award-winning transportation and infrastructure programs and facilities associated with airports, the World Trade Center, commuter rail (PATH), bus, bridge, tunnel, and ports facilities.

Applicants for the Summer Internship Program must be candidates for a landscape architecture degree from an LAAB-accredited program.

Selection for the program is highly competitive and will be based on the quality of architectural education, verbal and written communication skills, work experience, design capability, hand sketching and rendering, architectural technical knowledge, software agility, model making ability, and capacity for teamwork. Additionally, candidates should be interested in urban transportation infrastructure projects utilizing sustainable design technologies.

As an intern with the Port Authority, you may be involved in efforts related to conceptual design, design development, presentations and contract drawings as part of a Landscape Architectural Design Team. During the 10- to 12- week internship, you will receive an hourly compensation that is commensurate with your field of study and level of education.

The program is open only to Graduate Students currently enrolled in a Master's Degree Program or Undergraduate Students entering their final year of design study. The application process is currently open and

closes on February 3, 2014. All applicants must apply online  
at <http://www.panynj.gov/careers/summer-internship-program.html>.



711 East Beaver Avenue  
Apartment K-19  
State College, AP 16801

February 10, 2014

Ms. Tracy Tiernan  
Hiring Department  
225 Park Avenue South  
New York, New York 10003

Dear Ms. Tiernan,

I was very interested to learn about an available summer internship position as a Landscape Architect with the Port Authority of NY & NJ. I am currently an eighth semester senior at The Pennsylvania State University studying Landscape Architecture, pursuing a Bachelor of Landscape Architecture degree upon graduation in May 2015. With a combination of my strong communication skills, ability to work collaboratively in a team, and excellent design capabilities, I will be an integral addition to The Architecture Unit of the Port Authority of NY & NJ Engineering Department.

Within the job ad, there was an emphasis that the ideal candidate for this position can communicate well. Throughout my academic career at Penn State and past work experience at both BTS Landscaping and Lion Line, I have been able to master my communication skills to address an audience and convey my message quickly and clearly to make my case. I understand how to work with clients to understand their needs and how to address them effectively.

Within the Landscape Architecture studio courses I have taken, I have had the opportunity to be exposed to urban planning, and urban restoration. When planning and restoring urban areas, I was able to analyze and comprehend transportation systems, building programming and landscape design. After viewing your job ad, it is evident these concepts correlate perfectly with the broad range of design services that you provide, allowing me to transition smoothly into your firm.

I have enclosed my resume for your reference and can send my portfolio upon your request. I can be contacted at any time at (973) 229-0737 or swk5308@psu.edu. Thank you for your time and I look forward to hearing from you soon.

Sincerely,

Sam Kim

# samuel kim

15 Crossing Drive, Flanders, NJ 07836  
Telephone: (973) 229-0737 | Email: swk5308@psu.edu

## EDUCATION

**The Pennsylvania State University**, University Park, PA Expected May 2015  
Bachelor of Landscape Architecture  
Minors in Geography and Environmental Inquiry

**Mount Olive High School**, Flanders, NJ Graduated 2010  
Class Rank: Top 10%, obtained high honor roll during all four years

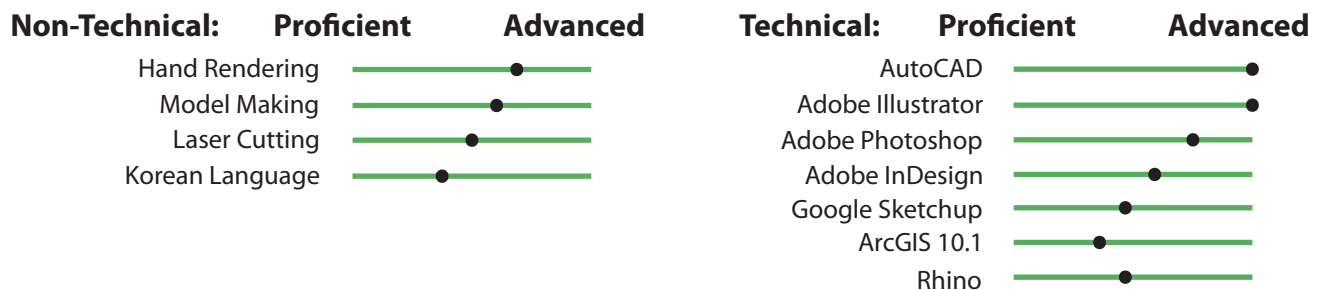
## EXPERIENCE

**Penn State Lion Line**, State College, PA September 2013-present  
Telefund Caller  
Contact Alumni to raise monetary contributions on behalf of Penn State academics  
Communicate with alumni to facilitate the relationship between Penn State and thier major college  
Work among the Penn State Community to help students obtain superior education and opportunities

**BTS Landscaping**, Flanders, NJ May 2013-August 2013  
Plant installation team member for private residential properties in northern New Jersey  
Obtained plant identification knowledge  
Mastered proper plant installation and management techniques

**Willow Lake Day Camp**, Lake Hopatcong, NJ Seasonal 2009- 2012  
Ropes Specialist  
Certified in belaying and harnessing children, would be in charge of 10-15 children at a time for 50-minute increments, taught children teamwork skills and benefits of collaboration  
Certified in assembling and operating a zip line

## SKILLS



## LEADERSHIP AND ACTIVITIES

**Landscape Architecture Student Society**, Member 2010-present  
Assisted in organizing student activities

**San Dol Church Youth Group** 2004-2011  
Selected leader/mentor of the youth group  
Led multiple small group discussions that taught leadership roles

**Brother of Phi Sigma Kappa Fraternity** 2011-present  
Organized fundraisers for the Leukemia and Lymphoma Society  
Organized fundraisers benefiting THON

**The Penn State IFC/Panhellenic Dance Marathon**, Volunteer 2011-present  
Designed THON T-shirts to be worn by 34 committee members  
Largest student run philanthropy in the world  
Participated in multiple weekends of fundraising to raise money for the fight against pediatric cancer

**Little Lions Day of Play**, Volunteer Fall 2010  
Met and interacted with children with mental and physical disabilities

## REFERENCES

**Eliza Pennypacker**  
Professor of Landscape Architecture  
The Pennsylvania University  
424 Stuckeman Family Building  
University Park, PA 16802  
Telephone: (814) 865-7832  
Email: exp8@psu.edu

**Brian Shernce**  
President and Founder  
BTS Landscaping  
2 Gold Mine Road  
Flanders, NJ 07836  
Telephone: (973) 347-0707  
Email: brian@btslandscaping.com