

Name: _____

Date: _____

Job Seek and Keep Project

For this assignment you will be working towards applying for a **real job**. By the end of the project, you should take your application package into your chosen location and apply for a position. Should you already have a job, or if you are currently not looking for employment, this assignment is an opportunity for you to prepare yourself for the job application process in the future (and also for your mock interview)!

PART 1

1. Pick up a minimum of two job application forms from places that you would like to work at. When you are at these locations, ask the manager if they are currently hiring and what positions they are hiring for (this is what you would normally do if you were applying for a position). ***Ensure that you dress properly as this is their first impression of you.***
2. Bring the job application to class. **DO NOT FILL OUT ANY PART OF THE JOB APPLICATION BEFORE YOU COME TO CLASS – THEY SHOULD BE COMPLETELY BLANK!**
3. Choose **ONE** of the two applications you wish to focus on. Fill out this information on the evaluation sheet so I know which location the cover letter should be addressed to.
4. Complete the job applications in class with teacher's instruction.

PART 2

1. Using the chosen application above, create a cover letter to attach to your resume (maximum length 1 page). Remember to use the cover letter information that we covered during class.
2. Ensure that your cover letter contains **ABSOLUTELY NO SPELLING OR GRAMMATICAL ERRORS!**
3. Don't forget to address your cover letter to the employer. Also, remember to include your contact information as well as the date. **PERFECT FORMATTING IS A MUST!**

PART 3

1. Using the application and cover letter from Part 1 and 2, create a resume (maximum length 2 pages). Remember to use the resume information that we covered during class time.
2. Ensure that your resume contains ABSOLUTELY NO SPELLING OR GRAMMATICAL ERRORS!
3. Include the following elements in your resume:

- >Objective
- >Education/Training
- >Work Experience
- >Volunteer Experience
- >Skills
- >Hobbies/Interests
- >References (minimum of 3)
- >PROPER FORMATTING



PART 4

1. Before you hand in your application, cover letter, and resume, you must have it proofread and edited for spelling, grammar, and proper formatting. You must have one other student in the class complete this for you.
2. Have your proofreader fill out the attached form. You must include a draft copy of your resume AND cover letter (with obvious editing marks), along with the attached form filled out. These pieces should be submitted with your good copy attached at the back.
3. YOUR ASSIGNMENT WILL NOT BE MARKED WITHOUT PART 4!!!!

**MAKE THIS COUNT – THIS ASSIGNMENT WILL BE A USEFUL TOOL
TO YOU IN THE FUTURE!**



Due Date: _____



Part 4- Partner Evaluation

Application

- Is the job application filled out (no blank spots)?
- Is the writing neat and legible?

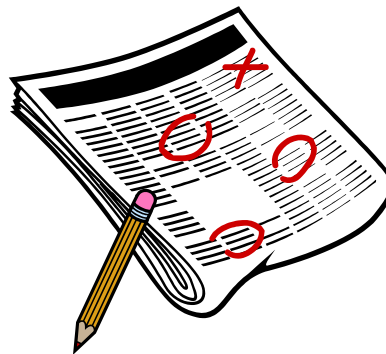


Cover Letter

- Has the cover letter been edited for spelling?
- Has the cover letter been edited for grammar?
- Has the cover letter been edited for formatting (as per the cover letter example we covered in class)?
- Is the cover letter one page or less?
- Does the cover letter look appealing?
- Is the cover letter addressed to an individual?
- Is the cover letter signed?
- Does the cover letter include the applicants name and contact information?
- Does the cover letter include a date?

Resume

- Has the resume been edited for spelling?
- Has the resume been edited for grammar?
- Has the resume been edited for formatting (as per the resume example we covered in class)?
- Is the resume two pages or less?
- Does the resume look appealing?
- Does the resume include the following elements:
 - Name and contact information?
 - Objective?
 - Education/Training?
 - Work Experience?
 - Volunteer Experience?
 - Skills?
 - Interests/Hobbies?
 - At least THREE references?



Name of applicant: _____

Name of Editor: _____

Name: _____

Block: _____

Job Seek and Keep Evaluation

Partner Evaluation

- Partner Evaluation complete /5
- Subtotal /5**

Application

- Application was selected and brought to class /2
 - Application form is suitable for student /2
 - Application form is completely filled out /10
 - Application form is filled out in pen /3
 - Writing is neat and legible /5
- Subtotal /22**

Cover Letter

- Cover letter is formatted properly /10
 - Cover letter is free of spelling and grammatical errors /5
 - Cover letter is addressed to the appropriate person /2
 - Cover letter has a date /1
 - Cover letter is signed with typed name below /2
 - Cover letter has applicant's contact information /2
 - Overall visual appeal /5
- Subtotal /27**

Resume

- Resume is formatted properly /10
 - Resume is free of spelling and grammatical errors /5
 - Resume has applicant's contact information /2
 - Resume indicates the following:
 - > Objective /2
 - > Education/Training /3
 - > Work/ Volunteer Experience /3
 - > Skills /3
 - > Hobbies/Interests /3
 - > Three References /5
 - Overall visual appeal /5
- Subtotal /41**

Other

- Edited draft copies of cover letter and resume included /2
 - Project is well organized /3
- Subtotal /5**

TOTAL /100

