**Job Seek and Keep Project**

B4 Demonstrate an understanding of employability skills

B5 Demonstrate job-seeking skills

For this assignment you will be working towards applying for a real job. By the end of the project, you should be able to take your application, resume and cover letter 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 job application forms from a place 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. Complete the job application in class, with teacher’s instruction.

# PART 2

1. Using the application from above, create a cover letter to attach to your resume.
2. Ensure that your cover letter contains ABSOLUTELY NO SPELLING OR GRAMMATICAL ERRORS! PROPER FORMATTING IS A MUST!

# PART 3

1. Using the application and cover letter from Parts 1 and 2, create a resume (maximum length 2 pages).
2. Ensure that your resume contains ABSOLUTELY NO SPELLING OR GRAMMATICAL ERRORS! AGAIN,PROPER FORMATTING IS A MUST!

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 compete 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. These pieces should be submitted with your good copies.

**DUE DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Partner Evaluation

Check if component is included

Application

* Is the job application completely 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 a 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 experiences?
* Awards/certificates?
* Skills?
* Interests/ hobbies?
* At least THREE references?

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Editor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Seek and Keep Evaluation

Partner Evaluation

* Partner evaluation complete /10

**Subtotal /10**

Application

* Application was selected and brought to class /5
* Application form is suitable for student /5
* Application form is completely filled out /5
* Writing is neat and legible /5

**Subtotal /20**

Cover Letter

* Cover letter is formatted properly /5
* Cover letter is free of spelling and grammatical errors /5
* Cover letter is addressed to the appropriate person /3
* Cover letter has a date /2
* Cover letter is signed /2
* Cover letter has applicant’s contact information /3
* Overall visual appeal /5

**Subtotal /25**

Resume

* Resume is formatted properly /5
* Resume is free of spelling and grammatical errors /5
* Resume has applicant’s contact information /5
* Resume contains all components /5
* Three References /5
* Overall visual appeal /5

**Subtotal /30**

Other

* Edited draft copies of cover letter and resume included /5
* Project is well organized /5
* Student went above and beyond project guidelines /5

**Subtotal /15**

**TOTAL /100**