

## Resume Data Sheet Assignment

**You will complete a resume datasheet and use it to redo your resume.**

- Open the resume datasheet and complete this form.
- Use the completed resume datasheet to as a guide to redo your resume. Your resume should be **one page** long.
- Please turn in your completed resume datasheet and resume.

## Job Application Assignment

- You will use a variety of sources to locate 2 job openings that closely align with your career choices from last semester's career survey results. Please look for a job that interests you and can be applied to your future goals. **Print out each job description.**

**Hint:** To help you find the job description, you might try using a search engine rather than go directly to a company's website. For example if you are searching for an office assistant position you might try typing in a google search the words office assistant job opening/description pdf or doc. If you use a specific extension like pdf or doc it helps you narrow your search for pdf or word document files only.

- You will analyze, score, and rank each job description and compare salaries by career and location. You will need to analyze carefully each part of the job description for each job you consider with the following information.
  - Job Title
  - Job Environment or working conditions (including the location of employment)
  - Main responsibilities or primary duties
  - Education, skills, and experience required.
  - Salary Range or Hourly Wage (use 2,000 hours to calculate annual hourly wages)

Use ***the job description analyzer worksheet*** to complete this portion of the assignment. This process will help you determine how well you qualify for various jobs and give you an insight into the training/skills you will need to obtain if you really want to have a job like it.

- Next you will rate each job description using ***the job description rating form*** for each job. This process will help you identify those jobs that interest you and for which you are prepared. A scoring system will help compare one job description to another and screen out jobs that are impractical. This will also help narrow down the job that best suits you.
- Then you will fill out 2 different ***job application forms*** (print out the forms if they are online). In completing your application forms, make sure that you are using accurate information from your resume. A blank generic application form is available on Mrs. Batch career choices folder and online if there is not one available from the company.

- Please have a resume revised for each job. Revise your resume to include information pertinent to each job. You will probably need to change your objective and skills/qualifications to reflect those closest to the job description requirements of each job.
- You will also need to write a cover letter (letter of application) for each job. Use your real mailing and the company's real address and contact information for each letter. The letter should be formatted in a block format with mixed punctuations (colon after the salutation and comma after the complimentary closing).

### **Cover Letter Paragraphs**

Opening paragraph – Contains information about the position for which you applying and how you learned of the opening and something positive about the company.

Middle paragraph(s) – Contains evidence of how you are qualify for the position. This is the section where you go into detail about the qualifications and skills of your resume and show how your qualifications relate to the job for which you are applying.

Last paragraph – Should make a request of the company—for an interview, for an application, etc. This paragraph should contain precise information for contacting you.

**Please see the sample cover letter to review format and how to write your letter.**

- Please turn in your **job description, job description analyzer worksheet, job description ratings**, and your completed **job application forms** for each job, your 2 **resumes**, and 2 cover **letters**.

**You can find all the worksheets on the server:**

***“Public on district’ M:\Teachers\High School\Sbatch\Career Choices\Resume and Job Application”***

**or you can go online to my website at:**

***[http://ww2.manson.org/Batch/batchweb/career\\_choices.html](http://ww2.manson.org/Batch/batchweb/career_choices.html)***