JOB APPLICATION PRESENTATION ASSIGNMENT

Job Materials

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Obtaining a job today involves a lot of hard work. Before your name is added to a company's payroll, you will have to do more than simply walk into the human resources office and fill out an application form. Furthermore, finding the *right* job takes time.

As a job seeker you will have to know how and when to give the employer the kinds of information needed. The purpose of this assignment is to practice and strengthen job application skills.

Assignment

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Create a job materials portfolio containing documents critical to the job application process for a specific employment position or internship related to your major/minor. This assignment is worth 100 points.

Portfolio Contents

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Your portfolio will include the following documents:

- Job Application Cover Letter
- Chronological Résumé
- Recommendation Request Letter
- Copy of the Job or Internship Description
- Labeled Folder

Procedure

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1. Find a posting for a position (part-time, full-time, or internship) for which you are qualified to apply. As indicated above, you will submit this posting in your portfolio.
2. Develop a chronological resume appropriate for the job description.
3. Write a job application cover letter.
4. Write a letter to a qualified person, requesting a letter of recommendation to be submitted for this position.
5. Submit your job materials in a labeled folder.

Guidelines

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A successful portfolio will carefully tailor each document for the specific job listing. A generic résumé or cover letter will not be as effective. Thoughtfully analyze your specific skills and experiences, and determine how they relate to the job for which you are applying.

Concrete proof of your skills/experience will strengthen your application. As you consider what to include in your documents, think of PAR (Problem, Action, Result). In your previous work experience, what problems did you face? What actions did you implement to correct the problem? What were

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the results? Asking these questions will help you identify what you should include in your application materials.

Resources

Resources
- Effective Cover Letters
- Effective Chronological Resumes
- Effective Functional Resumes