**Professional Development with Seminar and Field Trip**

Writing Employment Related Letters

**Deadline:**

* October 17, 2025 (Friday) at 5:00 PM
* Late submissions will not be accepted.

**Instructions:**  
For this activity, you will create four (3) employment related letters as part of your Professional Development subject. Each letter must be written formally and addressed to your partner, who acted as the HR Manager during the mock interview activity.

**Guidelines:**

1. **Types of Letters to Write:**

 **Résumé** (your summary of qualifications)

 **Application Letter** (for the job you picked from the draw lots)

 **Resignation Letter** (from the same job you applied for)

1. **Job Position:**  
   The job title you will use in your application and resignation letters should be the one you picked from the draw lots.
2. **Format and Content:**

 Follow the **proper business letter format** (heading, date, inside address, greeting, body, closing, signature).

 Use a **formal and professional tone.**

 Check for **grammar, spelling, and punctuation.**

 Make sure your **résumé matches** the job position you are applying for

1. **Submission:**

 The letters must be **printed** and **compiled together** in one set.

 Arrange in order: Application Letter → Résumé → Resignation Letter.

 Submit the printed output to your teacher