

Job Application Package—Comm 1234, Winter 2016

Worth 25% of final grade (10% cover letter, 15% resume)

Final due date April 20th @ beginning of class

Includes three elements, **in hard copy**:

- Job posting — not graded, but **must be included** or else you will receive a zero on the assignment.
- Cover letter (formatted like the business letter) — 10%
- Tailored resume (1-2 pages—aim for 1) —15%

Instructions:

1. Find a job posting that interests you. You might use one of these websites:
 - a. www.indeed.com
 - b. www.workopolis.com
 - c. www.monster.ca
 - d. www.eluta.ca
2. Print the entire job posting. **You must submit this with your application package. If you don't, I won't be able to evaluate your resume/cover letter, and you will receive a zero on the assignment.**
3. Analyse the description, responsibilities, and qualifications.
4. Tailor your resume to fit the keywords on the job posting.
5. Write a cover letter to accompany your resume. Use a standard business letter format.

Evaluation:

In the real world, there is no rubric; there is only the employer's decision to (a) offer you an interview, (b) put your application in the 'maybe' pile, or (c) put your application in the garbage. To reflect this reality, each component of your application package will be graded out of three marks.

3 = deserves an interview (100%)

2 = maybe (66%)

1 = no (33%)

0 = didn't submit (0%)

This evaluation scheme is harsh, like the real world. However, I want to help you make your resume and cover letter as effective as possible. Thus, **you can submit this assignment up to three times**. Each time, it must be in hard copy. For any given submission, I will post your grade on Blackboard within one week of your submission.

To receive feedback on early submissions, you need to bring your work to class. Next week (April 4th) will be a workshop period, used specifically for this purpose. The week after (April 11th) will include a one-hour review lecture (for the final test) and one more hour of workshop time for the job application package.

The final date to submit the job application package is April 20th, our last class.