

## **JOB APPLICATION SCENARIO**

It's June and you have decided to put off going to school in the fall, entering the military or keeping your current job. You want to find a full time job you are currently qualified to do as a high school graduate. You don't want a fast food or restaurant position (if possible) or a job in the company where you currently work.

You are to research various places and find **three (3) jobs** for which you are **currently** qualified and possibly fits into your career goal. You can use the Internet, the newspaper or any other sources for these leads. These do not have to be companies or jobs in our geographical area, but keep your list realistic. At least one job lead must be from an Internet site. If you are using the newspaper for a job lead, try to choose a job with most of the following information in the ad— not just a PO Box number.

If you cannot find a job opening that fits in with your career goal, then choose a job (whether it has a opening listed or not) that would fit into your career/job plans and find a company/business to which you will apply.

1. For each of the three job leads you find, type out the following information for the job. Be sure the name of the company is included as well as the job title and the job description. It cannot be with a temporary agency. Look at the company information for this.

Each job lead should be on a separate page and contain the following information:

- A. Name of company
- B. Address of the company
- C. Telephone number of the company
- D. Name and title of the person to contact
- E. Explain how you apply for this job.
- F. Any special information you have learned about the job
  1. Job Title
  2. Job Description
  3. Wages if given
  4. Education and/or experience needed for the job
  5. Information about the company—what they make or what the company does, where they are located, etc. You may have to research the company's website for some of this information.
- G. Name of the person or the source of the job information. Include website information.

2. From this list of three jobs, decide on the one for which you will apply for this scenario.
3. **On a separate page**, type out the following information about the job for which you are applying:

- The job title and the name of the company
- Explain why you feel you are qualified for this position.
- What experience do you have?
- What training do you have?
- Tell me why you would like to work for this company. What did you find out in your research?

**This assignment is due by 3:00 pm on Thursday, March 3. You can:**

- A. **Email it to me (Text me that you sent it this way and I will let you know if I received it or not.)**
- B. **Put it on my desk**
- C. **Put it in my mailbox in the career programs' office**
- D. **Upload it to Moodle**

This will be one file with two (2) components—the information about three jobs and the information about the job for which you will apply.

\*\*\*\*\*

4. Once the above information has been approved, you will assemble a Career Portfolio. This portfolio will include:
  - A. An application/cover letter written to the company for the job you have chosen.
  - B. A finished resume
  - C. A list of references for the job
  - D. An application form for the job for which you are applying
  - E. Your Work Philosophy
  - F. Your Career Goals
  - G. Letters of Recommendation
  - H. Work Samples
  - I. Certificates, Awards

You will interview with a local businessperson in the career area in which you are applying. The interviews will take place on Monday, April 25, during our normal class time. When you go for the interview, you will be dressed appropriately for the interview, as we will discuss in class. Therefore, you need to either bring clothes with you or wear them to class. You may have time to change in the restroom before your interview.

If you are absent on the day of your interview, you will not be rescheduled and will lose those points.

These interviews will not be here at the school. It is up to you to have transportation to get to the interview. What would you do in a real-life situation? If this will be a problem, see Mrs. Koby by April 11.

**The Career Portfolio is due by the end of class on Monday, April 11 or before.** I will proofread two drafts of the cover letter and resume for you before you turn in the final copy on the 11<sup>th</sup>. The third one turned in is the final copy that will be sent to the interviewer. You will have at least one practice application form. Turn in all components of the **finished portfolio by the end of class on April 11.** **No late portfolios will be accepted.**

**A rough draft of your Thank You letter will be due at the end of the next class day after you do the interview.** You may want to have one ready to turn in ahead of time and simply add information from the interview when finished. Again, I will proof two copies of the letter before the third copy is mailed to the interviewer.