

GLC 2OH

Summative Part One: Resume and Cover Letter

For this assignment create a resume which reflects you, your qualifications and your education in the future.

At this point in the future you are prepared to work in the occupational field you chose for your Occupational Research Project.

As well, you will need to find or create a professional looking job ad for the occupation you have chosen.

Also, you will need to create a cover letter which reflects your application for this position of work.

You will need to be realistically creative in your approach to the assignment.

RESUME.....20 MARKS

The final copy of your resume should be error free and follow the format prescribed in class examples (the class text is an excellent resource). It must include detailed:

- Highlights of qualifications
- Work Experience (volunteer and paid)
- Education
- Activities/Awards/Interests (to support your work experience)

All of these details reflect this student in the future when they are qualified for the occupation they chose for their Occupational Research Assignment.

COVER LETTER..... 20 MARKS

The cover letter should be error free and follow the format you have been introduced to in class. It must be:

- Job specific, stating why you would like to work there
- Professional, using formal language only and correct letter format
- Detailed information dealing with your qualifications
- Requesting an interview while providing contact information

JOB ADVERTISEMENT..... 10 MARKS

You must include a job advertisement for a company you wish to work for in your chosen occupation. You may create this job ad yourself using examples of real ads as a model, or you may include an actual ad or photocopy of an actual ad.

Total Marks:

/50

GLC 20H SUMMATIVE PART ONE: RESUME/COVER LETTER
EVALUATION

RESUME..... /20

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Name: _____/50