

PROMOTION PACKAGE ASSIGNMENT
(Resume, Cover Letter, Job Application, & Interview Questions)

Due Date _____

Purpose of the Assignment:

The purpose of this assignment is to submit a clean copy of your resume & cover letter as you would be applying for a co-op position with your employer!! Questions in the interview section are to be answered as if you were in a co-op interview with your potential co-op employer.

Application Form: (attached) Mark = /20 (Application)

Each student is required to complete the attached application form. It will be evaluated on the following criteria

1. Completed neatly (printed/typed)
2. Every item is filled in
3. Accuracy
4. Instructions are followed carefully
5. Reader understands what the abbreviations mean (if used)
6. No spelling or grammatical errors
7. Previous work experience is described accurately and completely
8. Complete answers are given
9. Handed in on time

Cover letter: Mark = /25 (Communication)

Each student must submit a clean cover letter that is addressed to the employer in the help wanted ad or their co-op employer. It will be evaluated on the following criteria:

1. Neatly and accurately typed
2. Good quality paper is used
3. Heading of the letter includes an address and date
4. Correct inside address
5. Proper salutation is used
6. Signature is included
7. The first sentence tells where/how you learned about the job
8. The second paragraph describes your education and previous job experiences
9. The last paragraph asks for an interview and includes your phone number
10. There is no spelling, punctuation or grammatical errors.

Resume: Mark = /25 (Thinking/Inquiry)

Each student must submit a clean copy of his or her resume. The resume will be evaluated on the following criteria:

1. Is it neatly and accurately typed?
2. Is it attractively setup?
3. Is good quality paper used?
4. Is the resume complete and informative?
5. Is the heading of your resume similar to that of your cover letter?
6. Is your name, address and phone number at the top of the first page?
7. Have you included education and detailed work experience
8. Have you included any awards or recognition?
9. Are the spelling, grammar and punctuation correct?
10. Is it handed in on time?
11. Is it visually attractive and easy to read?

Interview Questions: (attached) Mark = /20 (Communication)

The interview questions must be answered based on the co-op you are applying for. The interview questions will be evaluated on the following criteria:

1. The questions are answered thoroughly.
2. The student gives thought and demonstrates insight in answering the questions.
3. The student has researched the company.

How to submit your work:

Please submit your work in the following order

1. Job Application
2. Cover Letter
3. Resume
4. Interview Questions

APPLICATION FOR EMPLOYMENT

PERSONAL

Last Name		First	Social Insurance Number	
Other Name(s) Used			Home Telephone #	
Permanent Address			Postal Code	
Position Applied For		Referred By		Salary Expected
Are you willing to relocate? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, identify the city/cities you would be willing to relocate to.	
Do you have any relatives employed with this Company? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, list name(s)	
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No			Do you possess a valid drivers license? <input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT EXPERIENCE

Employer		Supervisor		Phone Number	
Address		Employed From	Employed To	Ending Salary	
Duties and Responsibilities					
Reason for Leaving			Last Job Title/Position Held		

For employment references may we contact your present and/or past employer(s)? Yes No

EDUCATION

SCHOOL	ADDRESS	HIGHEST GRADE COMPLETED	DEGREE, DIPLOMA, LICENSE OR CERTIFICATE
HIGH SCHOOL			
COLLEGE/UNIVERSITY			
VOCATIONAL/BUSINESS OR OTHER			
List any Professional Designations			
Special Knowledge, Skills, or Qualifications			

LIST ANY OTHER SKILLS, HOBBIES OR EXPERIENCES THAT YOU FEEL ARE OF VALUE.

The details of this application form are true and complete. I understand that if employed, any false statements made by me on this application form may be considered sufficient cause for dismissal.

Date

Signature

THANK YOU LETTER ASSIGNMENT

Date Due: _____

Mark = /10 (Communication)

You only need to submit a rough draft – this can either be typed or hand written.

A good copy must be written in a card, the envelope must be addressed to your employer and hand delivered to them before the end of your Co-op placement!

When your Co-op experience nears completion, etiquette dictates that you should thank your employer.

What is the purpose?

To formally thank your employer for the opportunity to explore your career at their workplace

Who?

Start with your direct employer and work your way down the line to individuals you worked with and who particularly helped you. It is a good idea to mention specific names where possible

What?

Open the letter/card with a Thank You. Then comment on how your Co-op experience has helped you to make your career choice

Format?

A formal letter or a formal thank you card is acceptable.

****Note that you submit the rough draft of the letter. The Co-op teacher will proof the letter for you and make necessary corrections. Once you have written the letter/card in good, you can address the envelope and hand deliver it personally to your employer sometime before the end of your work term!**