

JOB APPLICATION PROJECT

SUBMITTED BY:

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Computer Applications

Job Application Project

Computer Literacy

Elements of the Project:

1. Classified Ad

Each student needs to bring in a classified ad from the newspaper or flyer on a job that you wish to apply for. (You must be qualified) Cut out classified ad and attach to a blank sheet of paper.

2. Resume

Please revise your personal activity record into a personal resume with an objective and education section at the top. Proofread carefully!

3. Letter of Application

Write a letter of application for the position you are applying for. Use your personal letterhead. Letter should be in block format, open punctuation.

4. Application Form

Each student will fill out a generic application form. Be sure to answer all relevant questions and to be neat.

5. Follow Up Letter

Write a follow up letter to the interviewer. Letter should include all of the parts discussed in class. Letter should be in Modified Block format with mixed punctuation. Use your personal letterhead.

All elements of the project should be submitted with a title page. Title page should include Title of Project, Course Name, Your Name, and the date.

Extra Credit : Use the Internet to develop a list of possible interview questions you anticipate and the answers you would respond with. There needs to be a minimum of 10 typed out questions and answers.