

Directions to career portfolio assessment – worth 100 points

Student will be given the opportunity to complete a career portfolio consisting of a resume and cover letter on Microsoft Word. Students can choose to apply for any of the following high school jobs:

- Shoe Store, Sales Representative
- Shoe Store, Cashier
- Fast food restaurant, Cashier
- Fast food restaurant, Cook
- Fine Dining Restaurant, Hostess (e.g. Cheddars, Chilli's, Outback Steakhouse, etc.)
- Fine Dining Restaurant, Waitress/Waiter
- Fine Dining Restaurant, Bus Boy
- Grocery Store, Cashier
- Grocery Store, Bagger
- Grocery Store, Stock
- Parks and Rec, Lifeguard
- Parks and Rec, referee
- Grass cutter/Landscaping/Mowing
- Baby sitter
- Nanny – summer
- Starbucks- Cashier/Cook
- Mall store – Cashier (e.g. Forever 21, Rue 21, Journeys, Dillard's, Macy's)
- Mall store- Sales representative (e.g. Forever 21, Rue 21, Journeys, Dillard's, Macy's)
- Cell phone company- Sales representative (e.g. Sprint, Verizon)

Part 1: Cover Letter

Students will think about how to properly write/format a cover letter. Students need to think about the parts of a cover letter and its outline. Students will write a cover letter, explaining in detail, why he or she believes they are the best person for the vacant position. Cover letters are expected to be written using Times New Roman font, size 12. Each cover letter submitted should have the following:

1. **Heading;**
2. **Salutation;**
3. **Body with THREE (3) paragraphs;**
4. **Closing; and**
5. **Signature or printed name at the bottom**

Please refer to your notes, guided practice, or the teacher's PowerPoint on cover letters, which can be found on my website.

Part 2: Résumé

Students will think about how to properly write/format a résumé. Students need to think about the parts of a résumé and its outline. Students will write a résumé, explaining in detail, his or her qualifications and skills. Résumés are expected to be written using Times New Roman font, size 12. Each Résumé submitted should have:

1. **Heading;**
2. **Objective;**
3. **Personal skills;**
4. **Education;**

5. Experience;
6. Specialized skills;
7. Foreign Language (only if applicable); and
8. References (cannot be parent, siblings, any other family members, or friends)

Criteria's

There will be **14 criteria's** for this project and the highest point each student can get for each criteria is **four points**.

The project must include a cover letter and résumé.

Students will be graded on their heading, salutation, body with three paragraphs, closing, signature, and use of times new roman size 12 fonts = six parts, each worth 4 points, which is a total of 24 points.

Students will be graded on their heading, objective, personal skills, education, experience, specialized skills, references, and use of times new roman size 12 fonts = eight parts, each worth 4 points, which is a total of 32 points.

The project must be turned by **11:59 pm** on Edmodo by **Sunday, April 26, 2015** or it will be considered late. **Five points will be deducted for each day that a project is late. Students will have Thursday, April 23, 2015 and Friday, April 24, 2015 to work on the project in class. Students will also have the weekend.**

If a student does not have internet access at home, the student can go to the public LIBRARY to work on the project. If a student has a laptop or access to a laptop, the student can go to a restaurant that offers free wireless such as Starbucks. However, two in-class work days is more than enough to complete the project. Students can bring their USB Flash Drive to save their classwork in order to work on it at home. Students can also choose to e-mail it to his or herself.

This assignment must be completed on an actual computer, not iPad.