**Resume / Cover Letter / Letter of Reference   
Thank-you Letter / Interview Questions**

**YOU MUST DO ALL PARTS OF THIS ASSIGNMENT**

**Assignment:**

Find an advertisement in a newspaper or journal, or on the Internet. Find a position for which you might be qualified. Write a resume, a cover letter, and a letter of reference in response to the advertisement. Include the job advertisement or a photocopy of it. Also assume you had an interview with this company and write a thank-you letter to the interviewer. Finally, answer the 30 most commonly asked interview questions. While this resume is a class assignment, you should consider updating your resume to be a process that will be on-going throughout your life.

**Resume** (Use what you learned in Word Project 3)

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|  | Length: | At least 1 complete page (not including references). Use 12-point font and 1" margins. |
|  | References: | As part of your resume, include the names, addresses, and phone numbers of three or four references. These may be included within your resume. If you choose instead to have your resume say, "References available upon request," enclose a copy of the list of references you would send if the list were requested by the employer. |

**Cover Letter**   (Use what you learned in Word Project 3)

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|  | Length: | At least 200 words. |
|  | Format: | Your cover letter must contain at least the following parts: return address, dateline, inside address, salutation, body, and a complimentary close.  Below is a typical breakdown of the body:  Your first paragraph should include a statement that you are interested in the advertised position and your desire to obtain an interview.  The second paragraph should include any major accomplishments this company would be interested in hearing about. You should also list your overall skills.  The third paragraph should include any specific skills/accomplishments that are listed in your resume, but need to be flushed out for this particular advertisement.  In your final paragraph, tell them that you look forward to hearing from them soon.  Your closing should typically be Sincerely. |

**Thank You Letter**

Assume you had an interview with the company addressed in your cover letter. Write a follow-up thank you letter to the interviewer.

**Letter of Reference**

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| --- | --- | --- |
|  | Length: | The letter of reference must be at least 200 words. |
|  | Format: | The letter of reference should appear as though someone else wrote it on your behalf. It must contain at least the following parts**(building blocks)**: return address, dateline, inside address, salutation, body, and a complimentary close. |

Answer the following most commonly asked interview questions. Assume you are interviewing with the company you addressed in your cover letter.   Use complete sentences. You do not have to include the questions but your answer should restate the question.

**Most Commonly Asked Interview Questions**

1. What are your long-range and short-range goals?
2. What is your greatest strength?
3. What is your biggest weakness?
4. What academic subjects do you like best?
5. What academic subjects do you like the least?
6. How has your school prepared you for a career?
7. How do you determine or evaluate success?
8. How do you think a friend or a teacher who knows you well would describe you?
9. In what ways do you think you can make a contribution to our company?
10. What qualities should a successful manager possess?
11. What are the most important rewards you expect in your career?
12. Describe the relationship that should exist between a supervisor and subordinates?
13. Describe your most rewarding school experience.
14. Why did you select your school?
15. What will you choose as your field of major study?
16. What motivates you to put forth your greatest effort?
17. Do you enjoy doing independent work?
18. What changes would you make in your school?
19. Do you think that your grades are a good indication of your academic achievement?
20. What have you learned from participation in extracurricular activities?
21. Do you have plans for continued study after high school?
22. How do you work under pressure?
23. In what part-time or summer jobs have you been most interested? Why?
24. Why did you decide to seek a position with this company?
25. What do you know about our company?
26. What major problem have you encountered and how did you deal with it?
27. What have you learned from your mistakes?