



ORANGE HIGH SCHOOL

ASSESSMENT TASK NOTIFICATION

Subject	Work Studies
Topic	Preparing Job Applications
Class Teacher	Sutherland
Head Teacher	Paine
Year	2021
Date Given	Week 1 Term 3
Date Due	Week 8 Term 3
Weighting	25%

Assessment Outline

You are to create a cover letter and resume based on a real-life job advertisement and the guidelines provided. If you already have a resume, it is possible to take that and adjust it to fit the criteria for this task. Follow the structure provided closely and you should achieve a high mark on this assignment.

Non-completion of Task:

If you know you are going to be away on the day that the task is due, you must make alternative arrangements with your teacher beforehand. If you are suddenly away on the day that the task is due, you must contact your teacher or Head Teacher on your return to school. Documentation will be required in both classes.

Plagiarism:

Plagiarism, the using of the work of others without acknowledgement will incur serious penalties and may result in zero award. Any cheating will also incur penalties.

Failure to follow the above procedures may result in a zero award.

The policies and procedures that are outlined on the ROSA booklet will be followed regarding the non-completion of assessment tasks.

Outcomes Assessed

- Outcome 5 – communicates and uses technology effectively
- Outcome 2 – examines different types of work and skills for employment
- Outcome 4 – Assess pathways for further education, training and life planning

Work Studies Assessment Task #3

Cover Letter and Resume

Instructions:

Find a real-life job advertisement that you find interesting and write the Cover Letter and Resume based on that ad. Attach the ad to your work.

Part 1: Cover Letter

Write a Cover Letter to apply for an advertised job. Cover letters should always use a business letter format, including a formal greeting and sign off.

In a cover letter, you *highlight your selling points* and answer the three main questions the employer wants answered:

- Can you do the job? (have the right qualifications, knowledge, skills, abilities and experience)
- Will you do the job well? (dependable, self-motivated and enthusiastic)
- Will you fit into the organisation? (values and goals, get along well with others)

Create your cover letter in the following structure:

- 1 – Address Box (your name and contact information such as email and phone number PLUS the employer's name, address and contact info). Top Left Corner of CV
- 2 – Formal Greeting (if you know the name of the person use "Dear Mr/Ms. _____". If you don't know the name "Sir/Madam" is ok)
- 3 – Paragraph One (focus on answering the question "can you do the job". See above details)
- 4 – Paragraph Two (focus on answering the question "will you do the job well". See above details)
- 5 – Paragraph Three (focus on answering the question "will you fit into organisation". See above details)
- 6 – Sign Off (Use the word "sincerely", a space to sign, and your typed name on the bottom)

Part 2: Resume

A good resume presents who you are, what you have to offer and how you add value. It highlights your education, skills, employment history, responsibilities and achievements.

The format for your resume is more open than the cover letter but should contain these aspects:

- 1 – Contact information (provide multiple ways to be contacted)
- 2 – Career Objective (short paragraph about your end goals)
- 3 – Employment history and qualifications (paid and unpaid work, work-based learning like first aid)
- 4 – Education (detail is important here, specific courses and schools.)
- 5 – Referees (provide two, including their names, contact information and relevance to you)

The organisation and structure of a good resume is clearly laid out and easy to understand. Use subtitles and formatting to make your resume easy to read. This counts for marks.

Things to Remember:

- base your cover letter and resume on a real job ad you find and attach it to your work
- follow the structure of the cover letter provided to maximise your results
- be as thorough and detailed in your resume as possible, but the format you choose is flexible

Marking Guidelines

Cover Letter

Outcome 2

Following the structure – 5 marks

Content of the letter – 5 marks

Organisation, formatting, spelling, grammar – 3 marks

Total – 13 marks

Resume

Outcome 5

Having all necessary sections – 5 marks

Level of information detail – 5 marks

Organisation, formatting, spelling, grammar – 3 marks

Total – 13 marks

Job Advertisement

Outcome 4

Job ad included – 2 marks

CL and resume related to job ad – 2 marks

Total – 4 marks

Grand Total – 30 marks

<ul style="list-style-type: none"> • Followed the structure to an outstanding level • Content of the CV was highly detailed & relevant • Fantastic organisation, formatting and grammar • Included all necessary sections • Job ad included and material written to it 	<p>27 – 30 Outstanding</p>
<ul style="list-style-type: none"> • Followed the structure to an excellent level • Content of the CV was detailed & relevant • Strong organisation, formatting and grammar • Included all necessary sections • Job ad included and material written to it 	<p>22 – 26 High</p>
<ul style="list-style-type: none"> • Partially followed the structure • Content of the CV may be detailed or relevant • Some organisation, formatting and grammar • Included some of the necessary sections • Job ad may be included and material written to it 	<p>14 – 21 Sound</p>
<ul style="list-style-type: none"> • Did not follow the structure • Content of the CV lacked detail • Basic organisation, formatting and grammar • May have included some necessary sections • Job ad not included 	<p>6 – 13 Basic</p>
<ul style="list-style-type: none"> • Did not follow the structure • Content of the CV was poor • Little organisation, formatting and grammar • Missing most sections • Job ad not included 	<p>0 – 5 Limited</p>