CAREERS RECOVERY

**Part A: 35 marks**

Complete the Career Cruising Exploration Report (attached)

**Part B: 25 marks**

Create a personal resumé on the computer that could be used to help you get a summer job.

**Part C: 15 marks**

Find a job ad for a part-time job near you. Print the ad (or clip it from the newspaper) Write a cover letter that is targeted towards this job. Include the job ad with your cover letter.

**Part D: 10 marks**

Obtain an application form from any local business and complete it as if you were applying for the job.

**Part E: 20 marks**

You have been granted an interview.

1. Name 3 ways that you will prepare yourself for the interview.
2. Name 5 things you can do during the interview to make a good impression. (consider your appearance, your non-verbal behaviours, how you communicate, what you communicate, etc.)
3. List 2 questions that you should NEVER ask in your first interview.

Answer the 7 big questions that interviews often ask. (attached)