

Job Applications, Resumes & Cover Letter
 Learning Goal: TC3
 Monday March 21, 2016



Job Applications

- A pre-made form that allows individuals to answer questions and fill in information.
- More commonly completed online, but can be printed and filled out in some cases.
- Provides consistency for all applicants.
- Legal document outlining experience, qualifications and reference.
- Require factual responses.



Samples of Application Processes

- **Costco**
 - Online application that prompts you with various questions using:
 - Check boxes
 - Form sections to fill in
 - Drop down boxes
 - General application for all positions.
- **Walmart**
 - Application can be printed or completed online.
 - Online allows for application to specific departments.
- **Home Depot**
 - Online application that requires selection of a position and location prior to prompting questions.

Finding Job Applications

Task 1

- Locate 3 organizations/businesses that use job applications as part of the hiring selection process.
 - Identify for each:
 - The name of the organization/business.
 - The types of questions that are asked.
 - If the application is to be done online or on paper.
 - If a resume can also be submitted with the application.

Task 2

- Answer the following questions:
 - Define a job application.
 - Define a resume.
 - **From the organization/businesses perspective:**
 - What are benefits of using a job application over a resume?
 - What are the benefits of using a resume over a job application.
 - Why do some organizations/businesses allow both an application and a resume to be handed in.
 - Why do you think most organizations/businesses that use job applications use an online process rather than a paper process?

Task 3: Weird Job Assignment

Everyone knows what a teacher, a lawyer and a doctor do, but what about the other millions of jobs that are out there? For this assignment, you are going to try and find the most unusual job. Your goal is to find a job that none of your classmates have ever heard of. Once you find the most unusual job, you are going to present the following information to the class in a five minute presentation.

Record the following information on a separate piece of paper so you have it with you when you are presenting.

- Job title
- Job description
- Job salary
- Education or job training for the job
- Interesting facts about the job
- Why you consider this job unusual
- If you would you ever consider a career in this profession

You will start your presentation by stating the title and then asking the class if anyone has ever heard of the job. If someone has heard of the job, they must tell you and the class what they believe the job entails. You will state whether they are correct or not, which will lead into the rest of your presentation.

If someone in the class is able to explain your job accurately, then your job was not as unusual as you thought. Your goal is to stump the class with the coolest and most unusual job!

All jobs must be classroom appropriate.

All presentations will take place on Tuesday March 22nd in class.
