

Student Name: _____

Date: _____



Advanced Graphic Design

Professional Practices: Job Application Skills

GPS: ACCT-AGD-2, ACCT-AGD-3

Objective: Given a work sheets and use of group notes, complete the job application skills sheets. Complete each of the worksheets with a 80% or higher score.

Assignment 1: Read and Comprehend Want Ads

1. Find 3 classified ads in the news paper and 3 classified ads on the internet.
2. Clip the news paper ads/copy and paste the internet ads. Paste them on the sheet provided
3. Write the following critieria for each of the ads:
 - job location
 - qualifications (skills & years)
 - degrees/certifications required
 - salary (if listed)

Grading Scale:

1. Directions followed.....20 points
2. 6 classified ads (3 newspaper & 3 internet)40 points
3. Critieria for each ad40 points



Assignment 2: Employment Application

1. Fillout the job application (attached)
2. Use blue or black ink

Grading Scale:

1. Directions Followed.....20 points
2. Filled out all parts of application80 points

Assignment 3: Write a resume

1. Write a resume
2. Inspect different styles. Use 8.5"x11" paper
3. Avoid typographical errors.
4. Put your full name and permanent contact information on the resume
5. Describe your career goal/objective.
6. Describe your educational background
7. List your past and current employment
8. List useful skills
9. Include interest, hobbies, extracurricular activities, clubs, awards you have received
10. List three references

Grading Scale:

- Directions Followed20 points
- Resume is neat, balanced, and complete60 points
- Assignment is complete and on time20 points

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Assignment 4: Cover Letter

1. Write a cover letter for one of the ads from assignment 1.
2. Use acceptable form and appearance.
 - a. Type
 - b. Avoid typographical errors
 - c. Use 8.5"x11" paper
 - d. Include employer's full name, title, and address
 - e. Include your full name and address with zip code on the letter
 - f. Be brief. Keep letter to one page.
3. Include proper information
 - a. Write to a specific person
 - b. Avoid excessive use of the pronoun "I"
 - c. Be Brief; do not repeat information in the resume
 - State the position for which you are applying
 - Avoid needless details
 - Cover all points requested in the advertisement in exactly the order in which they were asked.
 - d. State the reason for interest in job.
 - e. Refer briefly to the main points in the attached resume
 - f. Request an interview at the employer's convenience.
 - Tell where you can be reached
 - Enclose resume
 - Say you will phone next week

3. Be original in your approach; attract attention in the opening paragraph.

Examples: Dear Mrs. Boss Lady

My experience as a graphic designer would be of interest to you...

or

Dear Mr. Owner Guy:

Mr. Best Employee informed me that you are in need of an excellent designer. I believe that my experience and training have taught me how to handle these duties efficiently and accurately...

4. End letter properly

- Sincerely yours or Sincerley is appropriate.

5. Use perment address fir return address and make sure to include the date.

6. Staple letter to resume

7. Follow up and phone for an appointment a week later.

8. Keep in touch regarding possible openings now and in the future.

Grading Scale

- Directions are followed 20 points
- Letter of application is complete and correct 60 points
- Assignment was completed on time 20 points