



Name: _____

Class/Period: _____



!!!
The Times
EXTRA!!!

Put your graphic communication experience to work and join a leader in the industry! DurableColor Printing Company is looking for an entry-level press operator in our LaGrange, GA facility to fill either a full-time or part-time opening. Set up, operate and maintain offset presses to produce various types of

orders according to customers' specifications. Perform other related duties as assigned; may include: design, prepress, binding, finishing, packaging. Hourly wage based on your experience. Minimum Education Requirements: high school diploma or current Printed student.

Demonstrated ability to understand and follow safety standards. Demonstrated

record of consistently good attendance/punctuality. Math skills including addition, subtraction, fractions, percentages. Ability to use measuring devices (rulers, micrometers, etc.) Knowledge of paper, inks and related materials and techniques used in the printing industry. Ability to follow precise detailed job specifications. Determine color & job quality, meet performance and quality standards. Maintain accurate order information, logs and related paperwork. Aff-

ter job completion remove plate and clean stations. Keep work area clean and organized for efficiency in shift changeovers. Ability to meet physical requirements of the position; prolonged standing, walking, lifting and carrying stock up to 75 pounds and/or pushing, pulling roll stock up to 250 pounds.

Apply in person to 3579 Lafayette Parkway, LaGrange, GA 30241. Only qualified candidates need apply.

(While this is a fictitious job and company, the sentences in this “ad” come directly from actual want ads. These jobs DO exist for the prepared student!)

[illegible]

Name: _____

Period: _____

Project Due Date: _____

Date Stamp: _____

Tiger GraphCom Grading Rubric

Job Application
Resume', Cover Letter, Application

Attach to the top of your project, this side up. Make sure all pages of your project are date stamped.

| Task | Possible | Student Evaluation | Teacher Evaluation |
|---|------------|--------------------|--------------------|
| Project - Application <input type="checkbox"/> Job Application filled out completely <input type="checkbox"/> Student used blue or black ink <input type="checkbox"/> Spelling/Grammar | 25 | | |
| Project - Resume <input type="checkbox"/> Student's Name, full address and phone number at the top <input type="checkbox"/> Resume' follows a professional format <input type="checkbox"/> Student clearly indicates education and training in a well thought-out and descriptive manner <input type="checkbox"/> Student clearly indicates work/volunteer experience in a well thought-out and descriptive manner <input type="checkbox"/> Spelling/Grammar. | 25 | | |
| Project - Cover Letter <input type="checkbox"/> Student's Name and Full Address on Letterhead <input type="checkbox"/> Cover letter properly formatted <ul style="list-style-type: none"> • Date • Employer's Address • Salutation • Body (3 good paragraphs) • Closing • Student Signed letter in blue or black ink <input type="checkbox"/> Cover letter properly formatted <input type="checkbox"/> Spelling/Grammar | 25 | | |
| Process: Student followed all instructions. Student planned carefully and neatly organized items on page. | 10 | | |
| Creativity: Design was inventive & compelling Work is patiently done; work as good as possible with clean construction. Work has a sense of being "finished" Student applies design principles with great skill. | 5 | | |
| Project turned in by deadline (10 points): Project date stamped (5 points): | 10 | | |
| Total: | 100 | | |