

Job Preparation Assignment – OCP-A

Course Objectives	Demonstrate job-seeking skills required for entry-level employment, including resume, cover letter, follow-up letter. Implement a plan to facilitate growth and skill development related to anticipated job requirements and career expectations
Competencies	08.0- 08.01- 08.02- 08.03-
Module Materials	Job Preparation Assignment packet (includes sample documents)
Assignments	<p>MAKE SURE YOU USE COMPLETE SENTENCES WHEN PREPARING COVER LETTER, INTERVIEW QUESTIONS, AND FOLLOW-UP LETTER ASSIGNMENTS.</p> <ol style="list-style-type: none"> 1. Career Plan Handout. Obtain the Career Plan Handout from your instructor and complete it with as much information as you can. (If you would rather key in the information, email Mrs. Cribb and she will send you the file.) The purpose is to give you a bigger picture of your employability skills as well as help you think through your career goals, etc. Put some thought into this. Research for information, if needed. Completing this well will be useful to you as you move forward with the job-seeking documents in this module. <p>Positions Available Handout. Select either the Medical Office Administration or Administrative Office job opening information and prepare your job-seeking documents for that position. Use the appropriate address and contact person for the letters you will prepare.</p> <ol style="list-style-type: none"> 2. Prepare your Resume. For high school students, stress your involvement at your school or in your community. Since you may not have any real “job” experience, the participation at school or in the community will show personal characteristics which an employer may be looking for. If you babysit regularly or mow a neighbor’s lawn regularly, list these. (Sample resume included – but research for a different format, if you like.) 3. Prepare your Cover Letter. The cover letter would be sent along with your resume to potential employers. The cover letter SHOULD stress the skills and personal characteristics you have which the employer is seeking. (Sample cover letter included – but research cover letters if you would like.) 4. Interview Questions. Research and find 10 questions you might be asked on an interview for this particular job. Using Word, 1” margins, 11 point Calibri font, key the 10 questions with the responses you would give. Be sure to use complete sentences and correct grammar and spelling. 5. Follow-up Letter. After interviewing, it is important to follow-up with your interviewer to stress your interest. Create a follow-up letter for the job you “applied and interviewed” for. (Sample included – but research follow-up letters if you would like.)
Assessment	<p>Attach all assignments, in order, and turn in for grading.</p> <p>Career Plan (20 pts) Resume (20 pts) Cover Letter (20 pts) Interview Questions (20 pts) Follow-Up Letter (20 pts)</p>

POSITIONS AVAILABLE HANDOUT

Medical Administrative Specialist students

Prepare your job-seeking documents for the following position:

Medical Office Assistant position available

Send resume to: Dr. Edward Russell
637 Oakwater Circle
Orlando, FL 32805

Small doctor's office looking for a dependable, friendly, and trustworthy individual for a medical office assistant position. Please provide educational, medical office training, and general office skills you possess as well as prior employment information.

Administrative Office Specialist students

Choose one of the two job openings listed and prepare your job-seeking documents for that position:

Administrative Office Specialist position available

Send resume to: Ms. Belinda Watson
245 Orange Avenue
Orlando, FL 32802

General Contractor's office looking for a responsible, reliable, and trustworthy individual. Good word processing and spreadsheet skills necessary. Will be responsible for preparing a variety of documents. Good customer service skills needed to deal with clients. Please provide educational background as well as specific computers skills you possess. Prior employment information helpful.

OR

Send resume to: Ms. Sarah Schmidt, Office Manager
8394 Greenway Street
Orlando, FL 32801

Small law firm looking for a responsible, reliable, and trustworthy individual. Excellent word processing and spreadsheet skills necessary. Will be responsible for preparing a variety of legal documents as well as serving our clients. Please provide educational background as well as specific computer skills you possess. Prior employment information helpful.

Your Name

Email address

Phone Number

OBJECTIVE

To obtain an accounting/bookkeeping position utilizing my computer skills as well as my workplace and communication skills

EDUCATION

Orange Technical College August 2017 - present
901 W. Webster Avenue
Winter Park, FL 32789
Presently enrolled in the Accounting program
Expected completion date – May 2018

Winter Park High School August 2014 - present
Address
City, State Zip
Presently a senior. Will graduate May 2018. GPA: ____

EXPERIENCE

Walmart – Orlando, FL March 2015 - present
Cashier/Customer Service Clerk
Part time. Responsible for cashier duties. Also work at the customer service desk.

SOFTWARE SKILLS

Quickbooks Pro
Microsoft Office programs including Word, PowerPoint, Excel, and Outlook
Gmail
Google Docs
Social Media Platforms including Instagram, Twitter, ____
Keyboarding speed: 45 wpm

ADDITIONAL QUALIFICATIONS

Fluent in speaking, reading, and writing Spanish

EXTRA-CURRICULAR ACTIVITIES

Member of the Lacrosse team at Winter Park High School. August 2016 – present
National Honor Society 2015, 2016, 2017 School Year
Weekend volunteer for local animal shelter

REFERENCES

Mrs. Pamela Cribb, Instructor
Orange Technical College
901 W. Webster Avenue
Winter Park, FL 32789
407-622-2900, ext. 7042226

Mr. Bob Robbins, Supervisor
Orange Animal Shelter
700 Millenia Way
Orlando, FL 32803
407-567-3857

SAMPLE RESUME

3847 Canoe Creek Road
Orlando, FL 32825
Date

Katherine Yu
HR Director
ABC Company
1530 State Street
Orlando, FL 32803

Dear Ms. Yu:

Your advertisement for a bookkeeping position fits my qualifications perfectly. I am writing to express my interest in and enthusiasm for the position.

I have completed my certification training at Orange Technical College where I was enrolled in the Accounting program. In addition to developing my accounting skills, workplace behaviors and communications skills were emphasized. In addition, Quickbooks Pro was taught as part of this program. I completed a three week internship where I worked at Palm Accounting assisting in a variety of accounting departments. Also, I have received the Microsoft Office Specialists certifications in Word, PowerPoint, and Excel.

I would very much like to meet in person to share more of my qualifications and learn more about your company. Please feel free to call me at 407-xxx-xxxx or email at xxx@xxx.com.

Thank you for your time and review of the enclosed resume, and I look forward to speaking with you.

Sincerely,

Your Name

Enclosure

3847 Canoe Creek Road
Orlando, FL 32825
Date

Katherine Yu
HR Director
ABC Company
1530 State Street
Orlando, FL 32803

Dear Ms. Yu:

It was a pleasure to interview with you on Tuesday for the bookkeeping position. After meeting some of the finance department staff, I am very interested in the opportunity to work at ABC Company.

I know that the opportunity you have available is a position that I am qualified for. The financial software your company utilizes is one that I have experience with and the demands of the bookkeeping duties are well aligned with my abilities. As I expressed during the interview, I am very reliable and a team player. I feel certain that I would be an asset to your finance department.

Thank you for considering my qualifications for the bookkeeping position at ABC Company. I look forward to hearing from you.

Sincerely,

Your Name

SAMPLE FOLLOW UP LETTER