

2021 Job simulation – Pandemic Edition

TASK: Apply to work at a summer/part-time job.

COMPONENTS: This simulation will require you to do the following:

1. Identify and research an actual part-time/seasonal job in Ottawa that you could apply to*
2. Create a cover letter (typed)
3. Create a resume (typed)

** Given the lower-than-usual employment options facing teenagers, you may apply for a job that hasn't been posted, but could realistically exist and would be available to teenagers.*

JOB SEARCH: Use “Indeed.ca” or “ziprecruiter.com” or any other online/physical job board you'd like to find potential part-time/summer employment.

RESEARCH: To successfully apply for a job, candidates need specific information about the workplace. You can do this by visiting the job location, using its services (as a customer), viewing its website/job listing, talking to existing staff, customers or individuals familiar with the nature of work involved.

You should be well-versed on the job and the organization you're applying to *before* you start your cover letter & resume.

COVER LETTERS & RESUMES: There are many cover letter and resume resources available to you online. I have included samples of both on www.blaudog.weebly.com

TRUTHFULNESS: Although this assignment is a simulation, your research, cover letter and resume must be entirely truthful. Deliberate acts of deceit or plagiarism will result in a failed application (and a grade of zero.) *Be yourself!*

DEADLINES:

1. Identification of actual/plausible job _____
2. Resume due _____
3. Cover letter due _____

EVALUATION: See reverse

Job Simulation - Cover Letter & Resume

CRITERIA	INS	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
COVER LTR - typed Relevant details, engaging and coherent/correct mechanics		CL includes irrelevant details and inappropriate tone Cover letter is incoherent. Several major errors	Cover letter includes inconsistently relevant details and tone Cover letter is somewhat coherent. Several minor errors	Cover letter includes mostly relevant details and an appropriate tone Cover letter is largely coherent. Few errors	Cover letter includes the most relevant details and a highly engaging tone Cover letter is coherent and mechanically flawless
RESUME - typed Completion, concision, relevance & clarity/coherency		Incomplete, poor concision and irrelevant Poor clarity. Several major mechanical errors	Inconsistent completion, concision and relevant details. Inconsistently clear with several minor mechanical errors	Fully complete, mostly concise with largely relevant details. Mostly clear and with few mechanical errors	Fully complete, concise resume with only the most relevant details. High level of clarity and mechanically flawless