

NAME \_\_\_\_\_

Circle the job description you would like to apply for:

**CLASSROOM TEACHER**Responsibilities:

- Teaches students according to designated curricula
- Creates lesson plans and classroom activities
- Develops and nurtures student's respect for learning
- Works collaboratively with faculty and administrators to foster an effective teaching environment
- Reports to school administrators
- Demonstrates exemplary ethical behavior to students and colleagues

Requirements:

- Must be able to meet the school's attendance requirements
- Must possess strong communication skills
- Must exhibit a passion for teaching
- Must be a team player
- Must be dependable
- Must be dedicated to the education of the students
- Must exhibit strong organizational skills
- Must manage time effectively and responsibly

**FIRE FIGHTER**Responsibilities:

- Responds to alarms and emergency situations
- Drives and operates fire fighting equipment and related apparatus
- Aids in the suppression of fires
- Provides rescue and emergency medical care to victims
- Performs clean-up and overhaul work
- Inspects fire hydrant flows, fire codes, and pre-fire plans
- Demonstrates the flexibility to perform related tasks as necessary

Requirements

- Must be able to perform heavy manual labor
- Must be able to operate emergency equipment
- Must be a team player
- Must understand the principles and techniques of firefighting
- Must be able to follow instructions
- Must be able to function and excel under pressure

**WEB DESIGNER**Responsibilities:

- Creates website design and layout
- Creates graphic elements of websites
- Designs the architecture and navigation of website
- Ensures that web design is conducive to client's needs
- Communicates with client to ensure that design and content are perfect
- Performs maintenance to website as needed
- Aids in troubleshooting problems with website as needed

Requirements:

- Possesses strong technological and creative skills
- Must work well under deadline
- Must be able to multi-task under pressure
- Must be a strong creative problem-solver
- Possesses exemplary organizational skills
- Must be dependable
- Must be able to follow instructions
- Must have excellent written and verbal communication skills

**ADVERTISING ACCOUNT SERVICES SUPERVISOR**Responsibilities:

- Works with client to identify desired advertising campaign
- Maintains open and clear communication between agency and client
- Supervises deadlines, budgets, and creative process for client's advertising campaign
- Oversees creation of campaign and communicates progress to client
- Organizes agency resources and talent to best meet client's needs

Requirements

- Must be a team player
- Must possess excellent organizational skills
- Must excel in a fast-paced environment and function under pressure
- Must be willing to travel
- Must have excellent written and verbal communication skills
- Must be able to work and cooperate with a variety of people and personalities



## **ACTIVITY 2: LISTS**

*Engaging Resumes & Cover Letters: How to Hook the Job You Want*

**NAME** \_\_\_\_\_

Use the category headings below to brainstorm four lists you can use later to build your resume.

**Work History**

**Education**

**Skills**

**Other Experience**



## ACTIVITY 3 & 4: RESUME TEMPLATE

*Engaging Resumes & Cover Letters: How to Hook the Job You Want*

\_\_\_\_\_ (Full Name)  
 \_\_\_\_\_ (Address)  
 \_\_\_\_\_ (Phone Number) \_\_\_\_\_ (Email)

**Objective:** \_\_\_\_\_

### **Education & Training**

Name of school \_\_\_\_\_ (Most Recent)

Degree or Certificate received \_\_\_\_\_ Years attended \_\_\_\_\_

### **Employment & Experience** (list most recent job first)

<i>(Title at job)</i>	<i>(Name of Company )</i>	<i>(Dates of Employment)</i>
• _____		(Duties & Accomplishments)
• _____		(Duties & Accomplishments)
• _____		(Duties & Accomplishments)

<i>(Title at job)</i>	<i>(Name of Company )</i>	<i>(Dates of Employment)</i>
• _____		(Duties & Accomplishments)
• _____		(Duties & Accomplishments)
• _____		(Duties & Accomplishments)

### **Other Experience**

<i>(Title at job)</i>	<i>(Name of Company )</i>	<i>(Dates of Employment)</i>
• _____		(Duties & Accomplishments)
• _____		(Duties & Accomplishments)

### **Skills**

\_\_\_\_\_ (Work related) \_\_\_\_\_ (Work related)  
 \_\_\_\_\_ (Computer/Technical) \_\_\_\_\_ (Computer/Technical)



**ACTIVITY 5: COVER LETTER PREPARATION**  
*Engaging Resumes & Cover Letters: How to Hook the Job You Want*

**NAME** \_\_\_\_\_

**Part A: Adjectives and Action Phrases**

List five adjectives and five action phrases about yourself. Your choices should help reflect the qualities you have for the job you are applying to.

**ADJECTIVES**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**ACTION PHRASES**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Part B: Introductory Sentence**

Write an introductory sentence for your cover letter by using some of the words and phrases you wrote above in Part A.

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