

# LifeWorks

20S

## RESUMES, COVER LETTERS

### SHARRON CARVER

BillERICA, VA 24607 | H: (555) 555-5555 | example@example.com

May 25, 2020

Manalto School District

9361 N. Ridgewood St.  
Lynchburg, VA 24502

Dear Mr. James Eddington PhD. ,

In my search for new teaching endeavors, I was thrilled to find the High School Teacher opening with Manalto School District. As an ambitious professional with hands-on teaching experience, I believe that I would make an excellent addition to your team.

Identifying improved approaches and enhanced solutions to business challenges are activities that drive and inspire me. Exploration, pursuit, and motivation are my framework for success. I believe that fresh perspectives and trying new techniques help businesses evolve and grow. Like Manalto School District, my goal is to be on the cutting-edge of industry advancements.

Contributions to my former Teacher role, and this field at-large, revolve around my essential interactive classroom instruction and common core standards compliance talents. I have developed strong communication abilities and fostered a reputation as a key contributor through leadership and organization skills. As a team player, I am collaborative with peers, searching for ways to integrate valuable insights. Through these qualities, I have confidence in my ability to facilitate positive change and collective effort.

For a greater illustration of my background and qualifications, please review my enclosed resume. I am eager to speak with you about this opportunity and thoroughly appreciate your consideration.

Sincerely,  
Sharron Carver

## WORK PACKAGE 12

## TUESDAY JUNE 2<sup>ND</sup>

## Lifeworks tasks:

Continuing on the ideas from last week's work package, today we will be looking at how to write a cover letter. I will also be asking you to prepare a Cover Letter and a more "polished" resume to go with your cover letter.

- Unit 4 Lesson 5 Notes – Elements of a Cover Letter: This lesson simply looks at the parts or sections of a well written cover letter and what is included in each section. Read through the "how to guide" in the notes and then think about your strengths you would add in a cover letter that would entice an employer to hire you!
- Assignment 5 – Canada's Job Bank, Resume and Cover Letter  
Assignment: This is a "Three Part Assignment".
  - Part 1 – Use the Canada Job Bank to identify a job you "could" apply for now or in the future. Find an available job posting using the Canada Job Bank, in your area, or in Winnipeg, or somewhere else in Manitoba and then fill in the "Canada Job Bank information sheet" for part 1 of this assignment.
  - Part 2 – Use the "Resume" assignment I gave you last week to help you write a proper resume for the job you found on the Canada Job Bank. If you already handed it in, use your notes from last week, or use online examples, and the videos and booklets from Youth Services Manitoba to write your resume for this assignment. Below is the video link:

Resume and Cover Letter Presentation:

<https://www.youtube.com/watch?v=DbuChFwp99o&t=blai>

Microsoft Word also has resume writing templates that can help you write and organize a resume if you are having trouble.

- Part 3 – Use today’s notes to write a cover letter to accompany your resume that you created for the job you found on the Canada Job Bank. You can again refer to your notes, to the examples I provided you, the Youth Services Manitoba booklets or videos, or other online resources to help you with this task.

This three-part assignment will be for marks. I will be looking for quality of work more than quantity in this assignment. Please use a computer to Type and Print out your resume and cover letter, just like you would if you were going out to apply for a job and give out your resume and cover letter.

Part 1 is out of 10 Marks. Job Bank Worksheet (completed to best of ability)

Part 2 is out of 15 Marks. Resume for Job found on Job Bank website

Part 3 is out of 15 Marks. Cover Letter for Job found on Job Bank website

The job Bank worksheet will be marked on how many sections were filled in properly.

The Resume and Cover Letter assignment will be marked on the following categories:

| <u>Content/Ideas</u><br>(5) | <u>Organization/Format</u><br>(5) | <u>Creativity/Uniqueness</u><br>(5) |
|-----------------------------|-----------------------------------|-------------------------------------|
|-----------------------------|-----------------------------------|-------------------------------------|

Therefore, this “Three-Part” assignment is out of 40 Marks all together. If you are unable to complete this assignment in one week, I will accept it the following week as well. Any work in this course needs to be in before the date of June 18<sup>th</sup>. After that date, I cannot accept any more assignments because that is the deadline for the course, and I will be writing report cards after the 18<sup>th</sup> of June. For this assignment, it would be best to hand it in all at the same time, in the order I asked you to complete it (part 1, part 2, part 3). Your name should be on all three pages/parts of the assignment. (Just in case they get separated.)

| <u>Lesson #</u>                               | <u>Possible dates for completion</u> |
|---|--------------------------------------|
| Unit 4 Lesson 5 Notes – Cover Letter          | June 4                               |
| Assignment 5 – Job Bank, Resume, Cover Letter | June 9                               |

**As you continue to work through these work packages, please keep your notes at home!**

**Please remember to put your full name, First and Last name on assignments. Thank you.**

If you have any trouble completing this assignment don't hesitate to contact me.

At school – Phone: (204) 367-2296

At Home – Phone: (431) 808-0816

Email: **M. Puranen** at [kpuranen@sunrisesd.ca](mailto:kpuranen@sunrisesd.ca)