

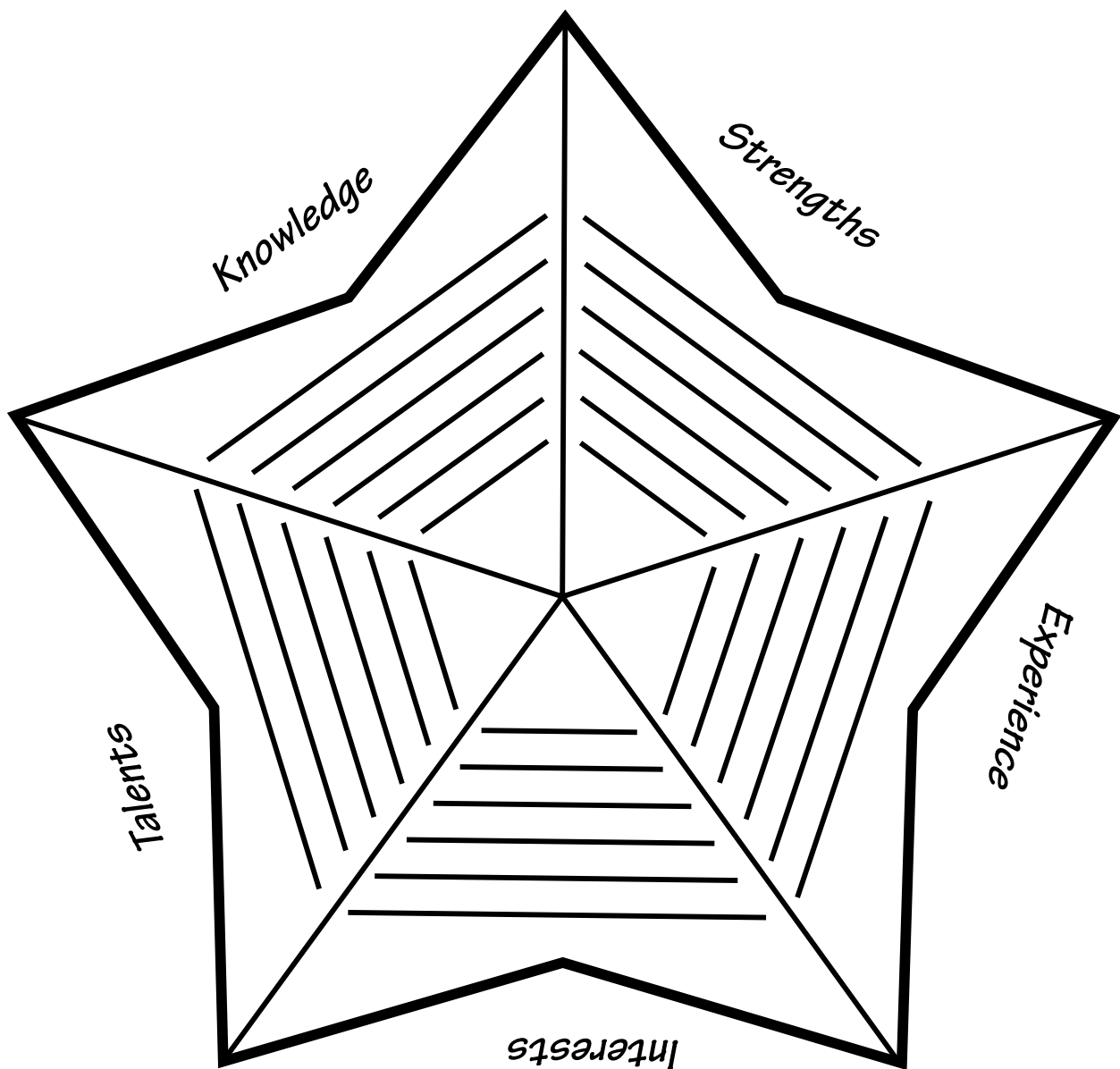
JOB ANALYSIS

Directions: Complete the chart below by writing the appropriate information in each box.

	SKILLS	SCHOOL	SALARY	BENEFITS	CAREER
Job #1:					
Job #2:					
Job #3:					
Job #4:					

MY QUALIFICATIONS

Personal Facts:



IDEAL JOB EQUATION

QUALIFICATIONS	+	SALARY/BENEFITS	+	LOCATION	+
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ENVIRONMENT	-	LIMITING FACTORS	=	MY IDEAL JOB	
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SAMPLE JOB POSTING

COMMUNICATIONS COORDINATOR

Business, Inc.
Denver, CO

Description

Business, Inc. is looking for an experienced, personable, and energetic communications coordinator to join our Denver, CO office. Candidate should be resourceful, ambitious, and results-driven. Responsibilities include managing the company's social media accounts, engaging with and responding to community members, and assisting in the planning of small- to medium-size events.

Details

- Location: Denver, CO (remote work possible)
- Schedule: Full-time
- Experience: 1-3 years in a similar role
- Travel: Low (less than 25% of time)

Key Responsibilities

- Manage the company's social media accounts by creating engaging content, developing a detailed project plan, and adhering to strict timelines.
- Identify new potential audiences and create a detailed outreach plan.
- Respond to and interact with our community through our social media channels.
- Assist in the planning and successful execution of external events by communicating with and securing vendors, event spaces, caterers, and more while staying within budget.

Qualifications

- Proven track record of planning successful events a plus.
- Extensive experience with social media platforms including Facebook and Twitter.
- Ability to work fast and remain calm under pressure.
- Must be well-organized and possess strong communication skills.
- Ability to handle multiple responsibilities at once and effectively prioritize tasks.

Salary and Benefits

Salary commensurate with experience. Ten observed holidays and two weeks paid vacation upon starting. Health and dental insurance.

How to Apply

Send a resume and cover letter to jobs@businessinc.com. No phone calls. References required.

SKILLS TRANSLATOR

EXPERIENCE/ACTIVITY

>

SKILLS

=

JOB SKILLS

1. Fill in the small box with your experience or activity.
2. List the skills you use to accomplish that activity in the “Skills” box.
3. Those skills can be translated into the “Job Skills” box.

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EXPERIENCE/ACTIVITY

SKILLS

JOB SKILLS

SAMPLE RESUME A

Carlos DiSanto

925 Riverside Drive, Apartment #1F
San Diego, CA 90013
(619) 555-0485

Education

Junior at Carver High School

20XX-20XX Forensics Team

20XX-20XX Community Service

Shore Road Middle School, Class of 20XX

Experience

Sales/Cashier

Haagen Dazs Stores, San Diego, CA; April to December 20XX

Responsible for customer service, cash register, inventory, and store maintenance.

Kitchen Helper

Summer Camp; 20XX

Assisted in meal preparation for entire camp; worked as a waiter and busboy.

Tutor/Babysitter

Numerous families; 20XX-20XX

Responsible for child care and math tutoring for numerous families with children ages 1–9.

Skills

Knowledge of personal computers and basketball. Avid reader.

References available upon request.

SAMPLE RESUME B

Amaya Adams

1 Liberty Plaza, Apartment #3
New York, NY 10025
(212) 555-7606

Experience

- 5/XX-8/XX **Summer Youth Intern**
Central Park Conservancy, NY, NY
Functioned as member of an ecology team for recycling and beautification projects in Central Park.
- 4/XX-12/XX **Sales/Cashier**
CVS, NY, NY
Responsible for customer service, inventory, and store maintenance.
- 6/XX-9/XX **Kitchen Helper**
Summer Camp, NY, NY
Assisted in meal preparation for entire camp; worked as a waitress and bus girl.
- 1/XX-3/XX **Helper/Babysitter**
Responsible for child care and related tasks for numerous families with children ages 1 to 10.

Education

Dalton High School
Women's varsity basketball team, 3 years (Co-captain; All-Star Team MVP Award)
Women's varsity soccer team, 2 years
P.S. 175, Class of 20XX

Skills

PC literate, photography/darkroom experience, classical guitar, and various sports.

References available upon request.

MY RESUME

Name

Street

City, State, Zip

Phone

EDUCATION/SKILLS

JOB EXPERIENCE/SKILLS

SKILLS/HOBBIES/SPECIAL INTERESTS

REFERENCES

SAMPLE COVER LETTER

1347 Regata Drive
Georgetown, RI 02931

May 15, 20XX

Ms. Beverly Johnson
Supervisor
Cortland Pharmacy
233 Jones Street
Georgetown, RI 02931

Dear Ms. Johnson:

In response to your recent advertisement in the *Ledger*, I am applying for the position of weekend clerk. I have included my resume to provide you with information about my skills in working with people.

Experiences that have prepared me for this position include my present job at Flagman's Sporting Goods, where I have worked as a cashier for one year providing customer assistance and pleasant service. I also volunteer at the community hospital, so I am familiar with pharmaceutical names.

I am interested in a future career in medicine. Working at Cortland Pharmacy would offer me the chance to build knowledge in the field. My strong interest in medicine would also benefit your store.

I will contact you early next week to discuss a good time for us to meet. If you have any questions, I can be reached at (401) 555-5656. Thank you for your time, and I look forward to speaking with you.

Sincerely,

Jason Washington

Jason Washington

YOUR COVER LETTER

Your address

Your city, state, ZIP

Date

Name

Title

Address

City, state, ZIP code

Dear _____,

I am applying for _____

Experiences that have prepared me for this job include _____

I will contact you _____

Sincerely,

Signature

Your name