

Prerequisites: None

Activity:

- You will assemble the information you need to complete most job applications by viewing different job search preparation resources. You will be able to use this information to write your cover letter and resume.
- Be sure to include your education and volunteer and work experience in the United States and elsewhere.
- When you have completed each activity, you can save your work on your flash drive, by printing and putting a copy in your Transition Portfolio behind this activity sheet.

Computer Instructions:

1. Go to <http://www.southseattle.edu/worksource/career-resources.aspx> .
2. Complete the following activities:  
Career Transition, Company Search, Job Search, LinkedIn, and Networking.
3. It is not necessary to copy this information.

Variations:

- Update your employment information on a regular basis so that your information is always current.

Prerequisite: Activity 7.a

*Questions to consider...*

- *How can I best explain my education and experiences?*
- *What kind of job do I want to find?*
- *With whom can I discuss my resume?*

Activity:

- You will learn about different types of resumes and select the best style for your own resume.
- You will write your resume. When you have completed your resume, save your work on your flash drive, print and put a copy in your Transition Portfolio behind this activity sheet.

Instructions:

1. Go to <http://www.southseattle.edu/worksource/career-resources.aspx> .
2. Click on "Resume."
3. Read this 9-page instructional packet on-line.
4. Save the worksheets on pages 1 and 5 as a Word document on your flash drive.
5. Use the model on pages 8 and 9 to type your resume. Save your resume on your flash drive.
6. Use the "Resume Checklist" on page 7 to determine if your resume is complete.
7. When you are satisfied with your resume, print a copy to include in your Transition Portfolio.

Variations:

- Update your resume on a regular basis so that your information is always current.

Prerequisites: Activities 7.a and 7.b

Activity:

- You will learn some important tips for writing quality cover letters to include with your resume.
- You will write a cover letter.
- When you have completed your cover letter, save your work on your flash drive, print and put a copy in your Transition Portfolio behind this activity sheet.

Instructions:

1. Go to <http://www.southseattle.edu/worksource/career-resources.aspx> .
2. Click on “Cover Letter.”
3. Read this 4-page instructional packet on-line. It is not necessary to print this information.
4. Complete page 1 by first saving it as a Word document on your flash drive. Then, write your answers in the boxes.
5. There is one “Sample Cover Letter Format” that you can use as a model to follow. Write your cover letter as a Word document.
6. Edit your cover letter carefully.
7. Be sure to save your work on your flash drive.
8. When you are satisfied with your cover letter, print a copy to include in your Transition Portfolio.

Variations:

- Your cover letter must be specific to the job for which you are applying, so be sure to update your cover letter each time you apply for a job.

Prerequisites: Activities 7.a, 7.b and 7.c

*Questions to consider...*

- *Are you comfortable talking to strangers? Do interviews make you nervous? If so, who can you talk with about your feelings?*
- *Do you have a family member or friend who can help you practice your interview skills?*

Activity:

- You will learn some important job interview skills.
- You will think about and write answers to sample interview questions.
- If possible, you will complete a mock interview with a family member, friend or a classmate.
- After you have completed your mock interview, you will write a thank you letter.
- Be sure to save your work on your flash drive, print and put a copy in your Transition Portfolio behind this activity sheet.

Instructions:

1. Go to <http://www.southseattle.edu/worksource/career-resources.aspx> .
2. Click on "Interviewing."
3. Read this 7-page instructional packet on-line. It is not necessary to print this information.
4. Write answers to the "Practice Questions" on pages 3 and 5. To write your answers, you must save this file as a Word document. Then, you can write in your information.
5. When you are satisfied with your answers to the "Practice Questions," save your work and print a copy to include in your Transition Portfolio.
6. Read and select a few of the "Sample Questions to Ask" on pages 3-6 that you will feel comfortable using in an interview.
7. Complete a mock interview.
8. Write a thank you letter using the "Sample Thank-You Letter" on page 7.
9. When you are satisfied with your thank you letter, save your work and print a copy to include in your Transition Portfolio.

Variations:

- You might want to visit WorkSource at South Seattle College in Robert Smith Building (RSB) 79. For more information, return to <http://worksource.southseattle.edu/index.html>.
- You might want to visit a Career Center at a college campus in your area.