

Name _____ Date _____ Period _____

OBJECTIVE

Students will complete and analyze an application for an entry-level job from an employer in a chosen career sector. Students will create a presentation of lessons learned from their analysis.

OVERVIEW

In this project students will research entry-level jobs in a chosen career sector, obtain a job application, and complete and analyze that application. You will present to the class about the process.

RESEARCH

Pick a VWE II-aligned career sector that interests you. You'll start by creating three career ladders for that sector, those ladders will be part of your presentation.

- Based on your career ladders, choose the entry-level job that most interests you.
- Which Louisiana employers have open positions for that job?
- What are the qualifications/requirements for this entry-level job?
- Pick one employer that hires for this position. Collect basic information such as:
 - Date founded
 - Number of employees
 - Sector of emphasis
 - Which jobs they employ people in
- Please remember to keep extensive bibliographical notes as you will be responsible for a complete bibliography that includes sources for both your information and images.

APPLICATION

Pick an employer from your research to contact. You will need to compose an email or letter to the appropriate person at that company (likely someone in human resources). In your email you'll need to tell them that you'd like to practice applying for a job at that company. In doing so, be sure to use your professional written communication skills!

NOTE: Make sure you consult with your teacher before sending anything.

Fill out the application (you don't need to submit it, but you will turn in a completed copy as part of the assignment). **Do not include your social security number!**

Keep notes while filling it out, you'll need these for your reflection and presentation. Questions might include:

- What information were you asked for that you didn't have?
- Were there any questions you didn't fully understand?
- What questions were surprising or maybe didn't seem to fit?
- What tips would you give your classmates about filling out a job application?

Have a parent or teacher review your job application. Note any mistakes you need to correct for your reflection.

PRESENTATION

You will present to the class using a PowerPoint presentation and will be scored by your teacher and classmates using the PVLEGS rubric. Your presentation should include at least 5 slides and run for 5-7 minutes in duration.

Please include the following:

- Title slide
- 3 career ladders
- Chosen job with description and graphic
- Chosen company overview with graphic
- 5 tips for filling out a job application
- Bibliography slide (MLA or APA style as assigned)

REFLECTION

In 2-3 paragraphs reflect on the process of researching, completing, and presenting this project.

If this is the first time you've ever applied for a job, here are some questions to guide you in writing your reflection:

- Was this application process more or less difficult than you expected?
- What, if anything, were you surprised to find included in the application?
- Did the research you completed on the job and the company make you more or less interested in that career sector?
- When looking for and applying for a job in the future how will you use the lessons learned in this project?

If you have previously applied for a job or currently have a job your reflection should focus on comparing and contrasting this experience to your prior experience(s) applying for a job. Here are some questions to guide you in writing your reflection:

- How did this process differ from your previous experience?
- How did your previous experience help prepare you for applying for this job?
- Did the research you completed on the job and the company make you more or less interested in that career sector?
- When looking for and applying for a job in the future how will you use the lessons learned in this project?

NECESSARY PORTFOLIO COMPONENTS

Please include the following project components in your final course portfolio:

- Reflection
- Bibliography
- Printed copy of completed application
- Completed rubric
- Printed copy of presentation
- Printed copy of correspondence with chosen company