

BPA PROJECT

Interview Skills

INT

- Description: This project is based on the “Interview Skills” event. First, you will select a job to apply for at Professional Business Associates, a fictional business. Second, you will prepare a resume, cover letter and job application for this position.
- Finished Product: Turn in a hard copy of your Resume, Cover Letter, Job Application. In addition, email your resume and cover letter.
- Grading: This project is worth a total of 300 points (Resume 100; Cover Letter 100; Job Application 100).
- Work Days: November 15.
- Due Date: Resume, Cover Letter, and Job Application Due End of Class on November 15.
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Resume

(a fresh copy ... change the objective to match the job you’re applying for)

Cover Letter

Job Application

IT'S TIME TO GET A JOB! SELECT ONE OF THE FIFTY JOB OPENINGS LISTED IN THE ORGANIZATIONAL CHART AT THE BOTTOM OF THE PAGE. IMAGINE THESE JOBS WERE ADVERTISED IN THE NEWSPAPER OVER THE WEEKEND. MAKE SURE TO SELECT A JOB WHICH SOUNDS INTERESTING AND RELATED TO SOME OF YOUR COURSEWORK AND/OR PERSONAL EXPERIENCES. PREPARE YOUR RESUME AND A COVER LETTER TO APPLY FOR THE JOB. ADDRESS YOUR COVER LETTER TO:

Ms. Julie Smith
 Human Resources Department Manager
 Professional Business Associates
 5454 Cleveland Avenue
 Columbus, OH 43231-4021

Professional Business Associates

Organizational Chart

Professional Business Associates develops and sells software, hardware, and services. The services provided are:

1. Systems analysis
2. Software development and design
3. Marketing
4. Training development
5. Hardware and software sales

This large corporation has a branch office in the capital of each membership state. The corporate headquarters is located at 5454 Cleveland Avenue in Columbus, OH 43231-4021, and has 200+ employees. Management includes:

Chief Executive Officer	Nancy Wells
Financial Services Department	Harvey Rosen
Information Technology Department	Tom Carlson
Human Resources Department	Julie Smith
Marketing Department	Roger Meyer
Administrative Support Department	Edna Renick

Chief Executive Officer				
Financial Services	Information Technology	Human Resources	Marketing	Administrative Support
1. Office Assistant	1. Office Assistant	1. Office Assistant	1. Office Assistant	1. Office Assistant
2. Data Entry Clerk	2. Data Entry Clerk	2. Human Resources Assistant	2. Information Processing Assistant	2. Information Processing Specialist
3. Payroll Clerk	3. Database Specialist	3. Information Processing Assistant	3. Administrative Assistant	3. Administrative Assistant
4. Accounting Clerk	4. Information Processing Assistant	4. Administrative Assistant	4. Desktop Publisher	4. Database Specialist
5. Administrative Clerk	5. Administrative Assistant	5. Medical Support Assistant	5. Graphic Design Assistant	5. Spreadsheet Specialist
6. Database Assistant	6. Programmer	6. Insurance Benefits Clerk	6. Desktop Publishing/Graphic Assistant	6. Desktop Publishing Assistant
7. Spreadsheet Specialist	7. Software Engineer	7. Management Assistant	7. International Business Coordinator	7. Legal Research Assistant
8. Accountant	8. PC Servicing/Troubleshooting	8. Payroll Specialist	8. Website Liaison	8. Graphic Design Assistant
9. Financial Analyst	9. Network Administration	9. Wellness Coordinator	9. Management Assistant	9. Management Assistant
	10. Digital Media Specialist			
	11. E-commerce Specialist			
	12. Website Developer			

COVER LETTER FORMAT

1 Your Street Address
City, State Zip Code

2 Month Day, Year

Mr./Ms./Dr. FirstName LastName
Title

3 Name of Organization
Street or P.O. Box Address
City, State Zip Code

4 Dear Mr./Ms./Dr. Last Name:

Double spaced evenly

5

6 Block Format: no indents, single spaced paragraphs, double space between paragraphs

This is your opening paragraph. State why you are writing, how you learned of the organization or position, and basic information about yourself.

This is your second paragraph. Tell why you are interested in the employer or type of work the employer does (simply stating that you are interested does not tell why, and can sound like a form letter). Demonstrate that you know enough about the employer or position to relate your background to the employer or position. Mention specific qualifications which make you a good fit for the employer's needs (tell them what you can do for them, instead of what they can do for you). This is an opportunity to highlight relevant items in your resume. Refer to the fact that your resume is enclosed. Mention other enclosures if such are required to apply for a position.

This is your third paragraph. Indicate that you would like the opportunity to interview for a position or to talk with the employer to learn more about their opportunities or hiring plans. State what you will do to follow up, such as telephone the employer within two weeks. If you will be in the employer's location and could offer to schedule a visit, indicate when. State that you would be glad to provide the employer with any additional information needed. Thank the employer for her/his consideration.

Sincerely, 18

(your handwritten signature) 19

Your Name Typed 20

- ✓ Type your letter and proof read it.
- ✓ Print it and sign it.
- ✓ Put your resume behind it, but **DO NOT STAPLE YOUR RESUME.**
- ✓ Turn them both in.

Pelase mkae srue to run splelehck and porof raed yuor cveor lteter and rsueme. Remebmer taht it is psobile to raed an etnire paragaph flul of spleling mskitaes and sltil udtenrasnd waht it syas. Tihs is bcuseae the huamn mnid deos not atumioatacly raed ervey lteter by istlef, but the wrod as a wlohe. Mkae srue taht *you* raed ervey lteter!

Professional Business Associates
5454 Cleveland Avenue
Columbus, OH 43231-4021
614-895-7277

**Employment
 Application**

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The law prohibits discrimination because of age, race, color, gender, religion and national origin, and requires affirmative action in the hiring of minorities, women, the handicapped, and veterans.

Last Name		First Name		Middle Name	
Street Address		City	State	ZIP	Telephone Number
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No				E-mail Address	
Describe the type of employment you desire: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time					
What hours are you available to work: <input type="checkbox"/> Weekend <input type="checkbox"/> Weekday					
Position Sought: _____					
When would you be available for employment? _____					

Academic Training

Institution Name and Location	Attended From To (Mo./Yr.)	Major Subjects	GPA	Degree/Diploma	Date Received or Expected

List Other Education, Professional Certification, Licensure, Accreditation

_____ _____ _____

Employment History

List your past three (3) jobs, activities, and/or other experience, including volunteer work, part-time employment while in school, U.S. Military Service, and self-employment.

Employer (present or most recent)

Supervisor (name and title)

Street Address, City, State ZIP

Your Job Title

Description of your duties:

Reason for leaving:

From (Mo./Yr.)

To (Mo./Yr.)

May we contact your present employer for references? yes no

May we contact you at your present place of employment? yes no

If yes, please list employment telephone number _____

Employer

Supervisor (name and title)

Street Address, City, State ZIP

Your Job Title

Description of your duties:

Reason for leaving:

From (Mo./Yr.)

To (Mo./Yr.)

Employer

Supervisor (name and title)

Street Address, City, State ZIP

Your Job Title

Description of your duties:

Reason for leaving:

From (Mo./Yr.)

To (Mo./Yr.)

Achievements

References

List three (3) persons familiar with your work ability that we may contact. Exclude relatives.

Name (Last, First)	Address (City, State ZIP)	Telephone Number

U.S. Military Service

Service Branch: _____ Dates: _____

Specialty Training Received: _____

Personal

Do you have the legal right to work in the U.S.? _____ Yes _____ No

Have you ever been convicted under your current name or any other name of a felony? _____ Yes _____ No

If yes, give date, court, nature of offense, and disposition: _____

I certify that the answers I have given to the foregoing questions and statements are true and correct, without mental reservation of any kind. If employment is obtained under this application, I will comply with all orders, rules and regulations of the company. I agree to submit to a physical examination. I also authorize my former employers and educational institutions to give any information they may have regarding me. I release them and their organizations from all liability for any damage whatsoever for issuing same. If, upon investigation, anything in this application is found to be untrue, I understand that I will be subject to dismissal at any time during the period of my employment.

Applicant — please sign and date here _____
Signature *Date*

If electronic signature is unavailable, please check here _____ to signify agreement and type applicant's initials here _____.