



Montrose High School Work For Credit Cooperative Assign #2

INSTRUCTOR: Kathlyne Gaber
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Workforce Center Job Resume (Due by second midterm)

Objectives:

- Consider current experience and how it impacts future employment opportunities
- Reflect on your job experience and skills
- Determine your job objectives
- Complete an interview planning packet
- Submit a professional resume to connecting colorado

Student Name: _____ WFC Class Periods: _____

Did you complete resume packet from Montrose Workforce Center: YES ____ NO ____

Did you complete a resume and upload it in connecting colorado: YES ____ NO ____

Did you complete a cover letter and upload it in connecting colorado: YES ____ NO ____

You are required to have the Montrose Workforce Employees help you with the packet and the upload of the final cover letter and resume on Connecting Colorado. When you have completed the task, please have Sarah or the employees at the front desk stamp this assignment sheet, sign it, and attach your completed resume planning packet, finished cover letter, and finished resume to this sheet before turning it in to your WFC instructor.

Student Signature: _____ Date: _____

Sarah Triantos or WFC Representative: _____

Date: _____

WFC Stamp: _____
