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**Name:**

**Date:**

**Teacher name:**

**16. Career Prep QUEST #4: Promote Yourself**

**As you go through the Quest, you will need to check off each step as you complete it. You will have the opportunity to learn about the following as well as be able to:**

- use a template to write a resume
- fill out an online application

Check off	Description
	Watched the introductory video on Career Prep Q4 <u>Promote Yourself</u>
	Read the Introduction, Key Vocabulary and I Can Statements
	Took the <u>Quizlet Key Vocabulary Quiz</u>
	Watched <u>Resume Basics Video</u>
	Selected a resume template
	Submitted a resume draft to my teacher
	Made revisions and created a final resume
	Reviewed the <u>Tips for Completing your Application</u>
	Completed the <u>Employment Application</u> as directed by my teacher
	Posted all documents in my online presence or as directed by my teacher
	Checked this Quest off on my 21t4s roadmap

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