

Students, TO USE THIS DOCUMENT, you MUST make a copy for yourself:

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Name:

Date:

Teacher name:

16. Career Prep QUEST #5: Applying for a Job

As you go through the Quest, check off each step as you complete it.

Check off	Description
	Introduction page: Read the Intro and Learning Objectives.
	Vocabulary page: Read through the vocabulary and played the Quizlet Key Vocabulary Game .
	Job Application page: Played the <i>How to Complete a Job Application</i> video and considered the discussion question provided.
	Job Application page: Reviewed the 3C's of filling out a job application and the most common sections on a job application.
	Job Application page: Completed the Practice Job Application within my Career Prep Portfolio.
	Resume page: Read about what a resume is and why it is important, then review the three sample resumes.
	Resume page: Played the video, <i>Why PR? The Importance of Your Resume</i> and considered the discussion question provided.
	Parts of a Resume page: Played the video, <i>Parts of a Resume</i> , and considered the discussion question provided.
	Parts of a Resume page: Read through the sample resumes and completed the Parts of a Resume quiz.
	Parts of a Resume page: Added the screenshot of my quiz certificate to you Career Prep Portfolio.
	Writing Your Resume page: Played the video, <i>Resume Writing Tips for Teens</i> , and considered the discussion questions provided.

	Writing Your Resume page: Chose a resume template from the provided resources or created one on my own. Completed my resume.
	Writing Your Resume page: Attached my completed resume into my Career Prep Portfolio.
	Cover Letter page: Played the video, <i>What is a Cover Letter?</i> and considered the discussion question provided.
	Cover Letter page: Completed Task 1: Cover Letter Examples.
	Cover Letter page: Completed Task 2: Cover Letters and Rubrics.
	Cover Letter page: Attached a copy of the completed rubrics and questions into my Career Prep Portfolio.
	Writing Your Cover Letter page: Played the video, <i>Need to write a cover letter? Use my template</i> and considered the discussion question provided.
	Writing Your Cover Letter page: Used the Cover Letter template to write my own Cover Letter.
	Writing Your Cover Letter page: Added my cover letter to my Career Prep Portfolio.
	Application Mix-Up Mystery page: Solved the Application Mix-Up.
	Application Mix-Up Mystery page: Added the screenshot of the Application Mix-Up certificate to my Career Prep Portfolio.
	Completing page: Acknowledge that I have met all of the activities and objectives on this page.
	Completing page: Checked with my teacher and submitted my work
	Completing page: Checked this Quest off on my 214s roadmap.

