BPA PROJECT

Advanced Interview Skills

Description: This project is based on the "Advanced Interview Skills" event. First, you will select a job to apply for a Professional Business Associates, a fictional business. Second, you will prepare a resume and cover letter for this position.

Finished Product: Turn in a hard copy of your Resume and Cover Letter. In addition, <u>email</u> your resume and cover letter.

Grading: This project is worth a total of 200 points (Resume 100; Cover Letter 100).

Work Days: August 28

Due Date: Resume, Cover Letter, Due End of Class on August 28

☐ Resume

☐ Cover Letter

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

Organizational Chart and Company Information

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