

BPA PROJECT

Interview Skills

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Description: This project is based on the “Interview Skills” event. First, you will select a job to apply at 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, Cover Letter.
In addition, email your resume and cover letter.

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

Work Days: September 10.

Due Date: Resume, Cover Letter Due End of Class on September 10.

Resume

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

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

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 Month Day, Year

Mr./Ms./Dr. Full Name, Title

2 Name of Organization

Street or P.O. Box Address

City, State Zip Code

3 Dear Mr./Ms./Dr. Last Name

Double spaced evenly
4

Times New Roman, 12pt

Top Margin: 2"

Side Margins: 1"

Use open punctuation

5 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. 6 7 8

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). 9

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. 10 11 12 13

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. 14 15 16

Sincerely 17

(your handwritten signature) 18

Your Name Typed 19

Enclosure 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 prof raed yuor cveor lteter and rsueme. Remebmer taht it is psobsele to raed an etnire paragaph flul of spleling mskitaes and sltil udtenrasnd waht it syas. Tihs is bcuseae the huamn mnid deos not atumioataclly raed ervey lteter by istlef, but the wrod as a wlohe. Mkae srue taht you raed ervey lteter!