

## Job Search & Cover Letter

Part 1. Use the Occupation Worksheet to research the job/career you think you desire most. Create a Word document with your answers to the questions on the worksheet. Print ONLY when complete!

Part 2. Use the Internet to locate 3 actual, current jobs that meet the criteria from part 1. The following websites may be good resources:

- Indeed.com
- Career Builder
- Monster.com
- JustJobs.com
- Craigslist.com

Of course you may use any resource you want. Print all three job listings (please try to limit these to 1 page each. Don't print unnecessary pages).

Part 3. Write a cover letter for each of the 3 job openings. Cover Letters are very similar to the Letters of Intent that you wrote earlier in the year. The formatting is the same. Use the Internet as a guide to help you.

\*\*The Cover Letter needs to explain in detail why you think the job is a good fit for you based on your responses from part 1 above. Print and sign your 3 Cover Letters.

Turn in a stapled packet containing all 3 parts described above, in that order.