



Stage 6 Preliminary Course

English Studies

Term 4 Class Task

Module: Achieving Through English

Course:	Stage 6 English
Class Teacher:	Mrs S Mitchell
English H/T:	Mr C. Wheeler
Task Title:	Seeking Employment
Date/Time of Notification:	Week 1, Term 1, 2019
Due Date/Time:	Week 3, Term 1, Thursday 14 th February 2019.
Weighting:	30%

The Task

Your task for this unit requires you to complete two separate but related activities in order to prepare you for your future in the workforce. During class you need to find an advertisement for employment that suits you. This job advertisement will be the basis of this task.

Resume and letter of application

- Create a resume of 1-2 pages outlining your relevant qualifications and work history for your selected job. You may use the scaffold provided or you can use an online resume builder site.
- Write a letter of application suitable to be forwarded with your resume in order to apply for the advertised position.
- You must also submit a copy of the advertisement for the job.

Criteria	Marks
<ul style="list-style-type: none"> • Student uses all of the conventions appropriate to each of the text types • Sophisticated use of language which is always appropriate to resume and letter of application • Both texts effectively address all criteria of the advertisement 	9 10
<ul style="list-style-type: none"> • Student uses most of the conventions appropriate to each of the text types • Effective use of language appropriate to resume and letter of application • Both texts effectively address most criteria of the advertisement 	7 8
<ul style="list-style-type: none"> • Student uses most of the conventions appropriate to each of the text types • Sound use of language appropriate to resume and letter of application • Both texts adequately address most criteria of the advertisement 	5 6
<ul style="list-style-type: none"> • Student attempts to use some of the conventions appropriate to each of the text types • Developing use of language which is usually appropriate to resume and letter of application • One or both texts attempt to address some criteria of the advertisement 	3 4
<ul style="list-style-type: none"> • Limited use of the conventions of each of the text types • Elementary use of language which is sometimes appropriate to resume and letter of application • Limited reference to some criteria of the advertisement 	1 2
<ul style="list-style-type: none"> • Incomplete or non-serious attempt 	0

TOTAL MARK: _____ / 10

SIGNATURE OF ASSESSOR: _____ DATE: _____

COMMENT:
