

# Handout 3.7a: Job-Posting Response Evaluation Task

Student Name: \_\_\_\_\_ Due Date: \_\_\_\_\_

## EVALUATION TASK

You will be expected to submit one job-search response from a current electronic or print media job posting. Look through the classified job section in newspapers (e.g., *The Globe and Mail*, *National Post*, *The Toronto Sun*, *The Toronto Star*) or job websites (e.g., *monster.com*, *workopolis.com*) on the Internet. Choose a job posting that you think you would be interested in responding to within the next five years. Of course, you are not likely to be qualified for this position with your current level of education and qualifications; however, be open-minded and look ahead to potential job or career interests.

Submit the original ad (if you own the newspaper) or a photocopy/printout of the posting along with your written response.

## What Do You Do?

### 1) Content of Job Posting Response

- a) Write an introductory paragraph stating why this job posting interests you and why you chose it. Comment on the importance of knowing which kind of job would match your skills and abilities.
- b) Write three more paragraphs, which may include:
  - educational qualifications and training that meet the criteria of this position
  - personal qualities and characteristics that make you a good candidate for this position
  - your life and/or work experiences that you would bring to this position.
- c) Write a concluding paragraph stating how the skills and abilities you develop in this job will help in your future career path. Discuss future trends and opportunities provided by this position.

### 2) Evidence

Provide evidence that you have read this job ad by highlighting or underlining job requirements noted in the posting.

### 3) Written Presentation

Staple the original or the photocopy of the article on a separate piece of paper and attach it to the printout of your response. Word processing is required, double spaced, in proper format with your name and date on the top of the printout. If you do not have access to a computer, ask your teacher for permission to write the assignment by hand. Correct grammar, spelling, and writing techniques are required. If you need help with this task, see your teacher before handing in the final copy.

### 4) Creativity to Support the Reading Response

Demonstrate creativity such as the following to support the reading/writing:

- a unique thought, a famous quote, an idea, a drawing, a cartoon, etc. (something creative or original to support the reading)
- cover page, page borders, graphics, etc.

**Be sure you have met all the criteria listed in the mark sheet (see back) to gain full marks.**