

## STEP 1: Print this document. (CO IIB)

### SKILLS ASSESSMENT ACTIVITY/RESIGNATION & COVER LETTERS #1

STAPLE THIS COVER PAGE TO THE ASSIGNMENT.

**Points will be**

**deducted if this cover page is NOT attached to this assignment.**

Due date: \_\_\_\_\_ ( -1 point for each day late)

Name \_\_\_\_\_

#### FOR ADMINISTRATIVE USE ONLY

CO Coordinator or CO Assistant will fill in the date turned in below:

**STUDENT: DO NOT fill this in.** Date Turned In \_\_\_\_\_ C.O. Staff Initials \_\_\_\_\_

READ CAREFULLY! It is difficult for most people to objectively assess their own skills, abilities and knowledge or to express those skills to others. The purpose of this activity is to help you learn to assess and express your own skills and abilities. It is a prerequisite to the Resume Activity you will be doing if you continue two more trimesters to CO I C. You can't do your best resume if you haven't assessed your skills, knowledge and abilities. Make sure you **check off ALL parts below** as you complete the assignment so you don't miss part of it! Please answer honestly based on your skills and abilities as they are TODAY. This is not a hypothetical or fictional activity.

#### SKILLS ASSESSMENT – PART ONE (50 POINTS)

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**PART ONE A** Read the information and *answer* the questions.

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**PART ONE B** Complete the "What Have You Done?" worksheet. THEN Complete the "Putting Together a Skills Highlights Statement" sheet

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**PART ONE C** Don't forget that at the BOTTOM of the skills highlights page is an assignment to *WRITE* a skills-highlights statement on a separate sheet of paper and ATTACH it to this assignment, too.

#### RESIGNATION LETTER AND COVER LETTER – PART TWO (50 POINTS)

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**Part TWO a:** Read and study "Writing A Resignation Letter" and complete the question sheet.

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**Part TWO b:** Using the knowledge you gained by reading the information provided, **write a letter of resignation** addressed to your CO trainer. Inform him or her that you are resigning from your current CO position in June. Your letter is to be **professional and typed**. A sample letter of resignation is enclosed in this packet to use as a guide.

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**Part TWO c:** Read and study "Writing A Cover Letter" and complete the question sheet.

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**Part TWO d:** Using the knowledge you gained by reading the information provided, **type a cover letter** to accompany your resume. Your cover letter may be addressed to either a real or a fictional company, but should be written **as though you were applying for a job TODAY with your current skills and knowledge**.

You may expect your grade to reflect:

1. punctuality in turning this assignment in by the due date
2. how well you followed instructions provided
3. the amount of effort you demonstrated in completing the assignment
4. grammar and content of written material

## The Path to Self-Assessment of Transferable Skills

You can't write a thorough resume or convince an employer to hire you until you not only know what you KNOW and CAN DO, but can EXPRESS your skills and knowledge both on paper and orally to someone else. Working through this self-assessment exercise will help you identify and communicate your transferable skills.

In the following exercises keep in mind all previous jobs **(both paid and volunteer)** you have had, plus any **community** and school **extra-curricular activities** you have participated in. Possibilities include:

- ❖ participated in Career Outreach in high school
- ❖ elected or appointed as class or club officer; especially with scouting, 4-H, school leadership clubs, etc.
- ❖ served as statistician, coach or manager, referee, or player on a sports team(s)
- ❖ did babysitting or cared for a grandparent
- ❖ taught Sunday School
- ❖ worked on the annual staff
- ❖ provided tech or lighting support or backstage help for a drama or dance group
- ❖ acted in a play or other production
- ❖ had summer jobs of any kind
- ❖ helped with a family-operated business
- ❖ helped out at a summer camp(church, 4-H, scouts, etc.)
- ❖ taught ski or snowboard lessons
- ❖ worked in a high school or other job internship or worked in the school store
- ❖ worked in a high school paid work study job or other paid job
- ❖ served as DJ at school or other dances
- ❖ spent time as community volunteer
- ❖ volunteered in hospital or nursing home
- ❖ participated in fund-raising activities such as car washes, or sales of baked goods, candy, magazines, etc.
- ❖ If you did (or now do) regular chores at home, you may list those as a "job" and write down the information the same as any "job". Your "supervisor" would be the parent who reviews your work. This might also include falling trees; splitting, stacking or hauling firewood

Especially for high school students, self-assessment requires you to answer questions that relate to your school, part-time and full-time jobs, volunteer and leisure time (maybe you are an accomplished cook or baker? Or a talented pianist?). An important step in your self-assessment is identifying your **accomplishments** and **strengths**. Accomplishments are those activities that, upon recollection, give you a sense of fulfillment or success. They can be

- ❖ large or small in scope;
- ❖ routine or extraordinary;
- ❖ frequent or something you have done only once;
- ❖ work related or personal. (Univ. British Columbia Science Dept.)

**BRAINSTORMING: What Have You Done? Assess your skills and abilities by filling out as many columns as are appropriate for your own circumstances on the chart on the last page of this assignment. These can be for sports, summer jobs, home chores, volunteer work, part-time or full-time jobs, or anything you do where you've learned any kind of skills. Answer as many questions as possible in each column you start. Do not leave any blanks in the column unless it doesn't apply. Be as thorough as possible. Use an additional sheet of paper if you have more than five.**

**SKILLS ASSESSMENT QUESTION SHEET – Turn this sheet in with your cover page.**

From the list of possible jobs OR activities on the previous page where you might have gained the skills that you **now** have, think of UP TO 10 possible places you may have learned skills yourself:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

List and briefly describe any part-time or summer jobs such as lawn mowing, hay crew, babysitting, etc.:

List and briefly describe any full-time jobs you have held:

Have you participated in extra-curricular sports activities?

Have you participated in other extra-curricular activities such as FFA, Knowledge Bowl, Link club, etc.?

Have you ever acted in a play or worked on the backstage crew of a play?

Have you participated in car washes, bake sales, candy sales, magazine sales or other fund-raising activities?

Have you ever provided community volunteer services such as cemetery clean-up crew, Chataqua set-up, work on the community parade float; or other volunteer work such as VBS, summer camps, hospital or nursing home volunteer, helping a neighbor, etc.?

Accomplishments can be

- ❖ large or \_\_\_\_\_ in scope;
- ❖ \_\_\_\_\_ or extraordinary;
- ❖ frequent or \_\_\_\_\_;
- ❖ \_\_\_\_\_ or personal.

**WHAT HAVE YOU DONE?** Information Gathering, Step 2 READ THESE DIRECTIONS!  
Be thorough in your analysis of jobs, sports, or volunteer work.

**Do this BEFORE the next page!!** IMPORTANT: Using the list from the first section of the question sheet, list ALL jobs first (if you have any), **then** extra-curricular clubs, sports, leisure-time activities, church or community volunteer projects – *even if they may not end up on your resume* FILL IN AS MANY BOXES AS POSSIBLE FOR EACH ENTRY. If you need more space, continue on another sheet of paper. What you know and can do may surprise you!

Form Courtesy Univ. British Columbia Science Department

Information	"Job" 1	"Job" 2	"Job" 3	"Job" 4	"Job" 5
Job, project, sport, club or activity					
What was your position or title?					
List your start and end dates					
What did your duties include?					
What was a typical day like?					
What were the consequences of doing your job well?					
What were the consequences of doing your job poorly?					
What did you like <u>most</u> about your work?					
What did you like <u>least</u> about your work?					
What would your supervisor have to say about your work if I asked about you?					

## Putting Together a Skills Highlights Statement – Don't forget to write and turn in the skills highlights statement at the bottom.

After completing your self-assessment and information gathering worksheet, your next step is to prepare a **skills-highlights statement** about yourself. The skills-highlight statement is a summary of accomplishments and personal attributes that highlight what you can offer to a company. Your statement will help you write a resume, compose cover letters and assist you in the interview process -- and it should help answer probable employer questions, such as: Tell me about yourself. Why should I hire you? What can you offer the company? *Your statement will help you answer such questions with confidence. (UBC Science Dept.)*

- ❖ List what you consider to be the top three most "marketable" accomplishments from the information in your self-assessment. What will the prospective employer MOST need to know about what you know and can do? Compose descriptions in as few words as possible. *Make every word count.*

1.

2.

3.

- ❖ Who benefited from these accomplishments?

## Recognizing Your Personal Attributes

Now that you have documented your accomplishments in detail, identify the **personal attributes** that enabled you to achieve these accomplishments. CHECK EIGHT to TWELVE WORDS or phrases from the list below that you believe describe you best.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Able to meet deadlines         | <input type="checkbox"/> Fast learner   | <input type="checkbox"/> Resourceful               |
| <input type="checkbox"/> Able to prioritize             | <input type="checkbox"/> Flexible       | <input type="checkbox"/> Responsible               |
| <input type="checkbox"/> Articulate                     | <input type="checkbox"/> Innovative     | <input type="checkbox"/> Self-motivated            |
| <input type="checkbox"/> Attentive to detail            | <input type="checkbox"/> Persuasive     | <input type="checkbox"/> Team player               |
| <input type="checkbox"/> Competent                      | <input type="checkbox"/> Positive       | <input type="checkbox"/> Versatile                 |
| <input type="checkbox"/> Conscientious                  | <input type="checkbox"/> Problem solver | <input type="checkbox"/> Well organized            |
| <input type="checkbox"/> Diligent                       | <input type="checkbox"/> Productive     | <input type="checkbox"/> Works well independently  |
| <input type="checkbox"/> Efficient                      | <input type="checkbox"/> Professional   | <input type="checkbox"/> Works well as part of     |
| <input type="checkbox"/> Energetic                      | <input type="checkbox"/> Punctual       | team   |
| <input type="checkbox"/> Excellent interpersonal skills | <input type="checkbox"/> Reliable       | <input type="checkbox"/> Works well under pressure |

**DON'T FORGET THIS PART !!!!!!!**

## NOW SHOW WHAT YOU KNOW: Crafting A Usable Skills Highlights Statement

The next step in being able to express your skills to a prospective employer is to combine your accomplishments and self-management skills into a usable tool. USING COMPLETE SENTENCES, **write a statement on the next page**, of no less than three paragraphs, that describes YOU as you would describe yourself to a prospective employer who wants to know who you are and what you can offer his or her company – why you should be hired. It doesn't have to be in letter format. **The point is to express your thoughts on what makes you a better choice for the job opening.**

Skills Highlights Statement – You may either hand write your skills highlights statement on this page or type it and attach it to the assignment.

## *Writing a Resignation Letter*

A resignation letter is a formal courtesy extended to your present employer when you are preparing to leave your job. The common practice is to resign in person and follow up with a letter. It is extremely important to make a resignation letter positive and respectful. The company or someone who works there may be useful to you later on as a reference, as a networking partner, or even as a client if you were to become an independent contractor or consultant. Even if you are upset or feel that you've been wronged in some way, don't "burn any bridges" with this letter. However unpleasant the circumstances of your parting may be, make this letter demonstrate YOUR professionalism and integrity.

It is a good idea to BEGIN your letter by thanking the company, or your supervisor specifically, for the knowledge and skills you gained while employed there. Regardless of whether your experience with the company was entirely good or bad, there are always things you learned at this job that will benefit you throughout the rest of your working life.

The resignation letter you write for this assignment will be addressed to your CO trainer, informing him or her that you are resigning your position as of the end of the school year and expressing your thanks for the skills you have been taught. A resignation letter should always include the effective date of your resignation.

In most cases, you will want to give a reason for leaving. Common reasons for leaving a job include: end of a contractual period; poor health, age; family move; work-related health problems; greater opportunities for advancement; higher salary or more desirable location with another company; wishing to change careers. If you are leaving because of problems with management or a personal conflict that appears impossible to resolve, try to be vague, "For personal reasons, I am resigning effective March 1." Don't use your letter as a dumping ground for complaints! If you've been asked to resign, PLEASE don't say so in your letter. Let it be assumed indirectly that you are resigning on your own; and if possible, offer to help train a replacement and at least make an attempt to end on a positive and pleasant note, expressing appreciation for what you have learned regardless of any negative circumstances.

### SAMPLE SENTENCES TO DEMONSTRATE USE OF WORDS AND PHRASES TO CONVEY INFORMATION IN A RESIGNATION LETTER:

In compliance with the terms of my employment contract, I hereby give four weeks' notice that as of April 18, I am terminating my employment as lead warehouseman with Food Warehouse, Inc.

I am forced to resign my position with the Mutual Insurance Company because of health problems. I appreciate the good employer-employee relationship we have enjoyed over the years and will be watching the company's growth with much interest. If I can be of assistance to my successor, I will be glad to help out.

Please accept my resignation, effective November 1, along with my genuine thanks for a satisfying and rewarding five years with Spokane Paper Products. I've enjoyed being part of the SPP team.

# RESIGNATION LETTER QUESTION SHEET

Please answer the question or fill in the blanks using the information contained in this assignment.

1. A resignation letter is a formal \_\_\_\_\_ extended to your present employer when you are preparing to leave your job.
2. It is a good idea to **BEGIN** your letter in what way?
3. Should a resignation letter always include the effective date of your resignation?
4. Name three common reasons for leaving a job:
  - a.
  - b.
  - c.
5. Don't use your letter as a \_\_\_\_\_ for complaints!
6. Write out three sentences as the beginning of the first draft for your resignation letter for this assignment.

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## Writing a Cover Letter

What is it? A cover letter is a tool you use to both ACCOMPANY and COMPLEMENT your resume. It usually either gives additional details that may not appear in your resume or it highlights details that do appear in your resume that you want to make sure the reader doesn't miss (or both). It is most commonly used for TWO things:

- Point by point tie your experience and knowledge into the specific requirements advertised for a job
- Explain gaps in your employment history, changes in your career itself, or moves to a new state or town

Length. It should be "short and sweet" – usually three or four paragraphs. The amount of detail it contains will depend on the job you are applying for, the skills and knowledge you have to offer, and the circumstances and events of your past and present working life.

Purpose/Content. Your cover letter should either identify the position you are applying for (*see example*) or state a general objective if there is NOT a specific opening at this time (*Enclosed is my resume to be placed on file for a possible future opening as a \_\_\_\_\_ with your firm.*) You should refer the reader to your resume as well as state specific points that tie your experience and education into the requirements for the job.

**First paragraph:** Inform them you are sending your resume and/or application and why.

**Second (and sometimes third) paragraph:** State how your skills and knowledge fit into the job requirements, (or if you don't have exact skills and knowledge, explain how the skills and knowledge you DO have can be adapted to their requirements), and express to them why you believe you are the right person for the job.

**Final paragraph:** Let them know that they are welcome to contact you for further information if needed or to set up an interview appointment for a time and day that is convenient for both of you. Thank them for considering you for the job.

Avoid lots of big words and flowery thank-yous. Make it businesslike and friendly. **But don't make it sound like you copied it out of a book – employers REALLY dislike that.** A sample is included in this workbook. Your letter does not HAVE to look exactly like the sample.

SAMPLE SENTENCES TO DEMONSTRATE USE OF WORDS AND PHRASES TO CONVEY INFORMATION IN A COVER LETTER:

As a June graduate of Jenkins High School, (with an emphasis on Medical Careers), I am looking for employment and wanted to check first with you because I very much enjoyed working for St. Joseph's Hospital as an intern in your long-term care center.

Enclosed is my completed application form – please note my four years' experience as a ski/snowboard instructor.

I am currently employed by Akers Drug, working as a cashier and stocker, but I am interested in making a change into the fast-food industry and hope to secure an entry-level position. The customer service and money-handling skills I have gained through my work at Akers will be very useful in a similar position at Zip's. My resume is enclosed for your review and consideration.

## COVER LETTER QUESTION SHEET

1. A cover letter is a tool you use to both \_\_\_\_\_ and \_\_\_\_\_ your resume.
2. Cover letters are most commonly used for what two things?
  - i.
  - ii.
3. How long should a cover letter be?
4. What should be contained in the first paragraph of your cover letter?
5. Should your cover letter sound like it has been copied out of a book?
6. Write out three sentences as the beginning of the first draft for your cover letter for this assignment.

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*NOTE: To create the é letter e in résumé, highlight the e, hold down the Alt key and hit 0233 on the number keypad. For a capitalized version, use 0201 instead of 0233. É*

SALLY A. STUDENT  
8888 Anyview Drive ~ Somecity, AN 66666  
(555) 555-5555  
e-mail: sallys@somemail.com

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Whenever 9, 2008

Mr. John Jones, Vice President  
ABC Prescriptions, Inc.  
4444 Walnut Grove Lane  
Anycity, NC 00000

Re: Position opening, Pharmacist Trainee

Dear Mr. Jones:

In response to your advertisement in *The Somecity News*, my résumé is enclosed for your review for the position of Level I Pharmacist Trainee with your firm. Your company's training program for pharmaceutical assistants is highly respected throughout the industry, and I am confident that this placement is just what I need to round out my experience and education. I am eager to apply what I have already learned, as well as make a real contribution to your company's success.

Following high school graduation (June 2008), I will be enrolling at Anystate University. Please note that I plan to major in pharmacy and have participated in several internships and research projects in school. My related education, coupled with an eye for detail, the ability to work well with people of all ages, and the capability to learn new tasks quickly, should make me a strong candidate for this position.

Contact information is provided above should you need further information or desire to arrange a mutually satisfactory interview appointment date and time. Thank you for your consideration for this position, and I look forward to hearing from you.

Sincerely,

Sally A. Student

Enclosure

<p><i><b>SAMPLE COVER LETTER ~ Your letter must reflect YOUR personality and situation. It SHOULD NOT look EXACTLY like this.</b></i></p>
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***SALLY A. STUDENT***

8888 Anyview Drive

Somecity, AN 66666

(555) 555-5555

e-mail: sallys@somemail.com

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Whenever 9, 2008

Mr. John Jones, Vice President

ABC, Inc.

4444 Walnut Grove Lane

Anycity, NC 00000

Re: Resignation

Dear Mr. Jones:

This letter is to inform you that I am resigning from my CO intern position as of June 12, 2008. Experiences like this internship are important to my future success in the “working world”, and I want to thank you for the opportunity to serve as a career trainee at ABC, Inc.

The time and effort you have put in as a work-site learning trainer so that I could advance my “marketable” skills and knowledge are very much appreciated. My next step into the future will be made much more smoothly as a result of my having received this valuable training and “hands on” experience under your mentorship.

Would you consider writing a letter of recommendation for me to keep on file for future employment opportunities? If yes, you may send it to the address on this letterhead or get it to me by inter-office mail before my last day of work.

Thanks again,

Sally A. Student

***SAMPLE RESIGNATION LETTER ~ Your letter must reflect YOUR personality and situation. It should NOT look EXACTLY like this.***