Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tutor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building My Skills 2019/20

**Checkpoint Task 4**

Job Applications

**Compulsory Task**

**1. Produce your own CV that includes (see separate template):**

* A personal statement
* Personal details
* Your skills and qualities
* Work experience and education history
* References

**2. Answer the following questions that are typically found on an online job application, referring to your chosen job role from Checkpoint 1.**

* Describe something that you are most proud of in your education or relevant experiences and how you achieved this.
* What personal characteristics do you have that you think are necessary for success within your chosen job role?
* What 3 characteristics do you have that would make you a good employee?

**Optional Task**

**3. Produce a cover letter (see separate template) based on an application for the job role you looked at in Checkpoint 1. The cover letter should explain your suitability for the role.**

**Compulsory Task**

Answer the following questions that are typically found on an online job application, referring to your chosen job role from Checkpoint 1.

**1. Describe something that you are most proud of in your education or relevant experiences and how you achieved this.**

**2. What personal characteristics do you have that you think are necessary for success within your chosen job role?**

**3. What 3 characteristics do you have that would make you a good employee?**