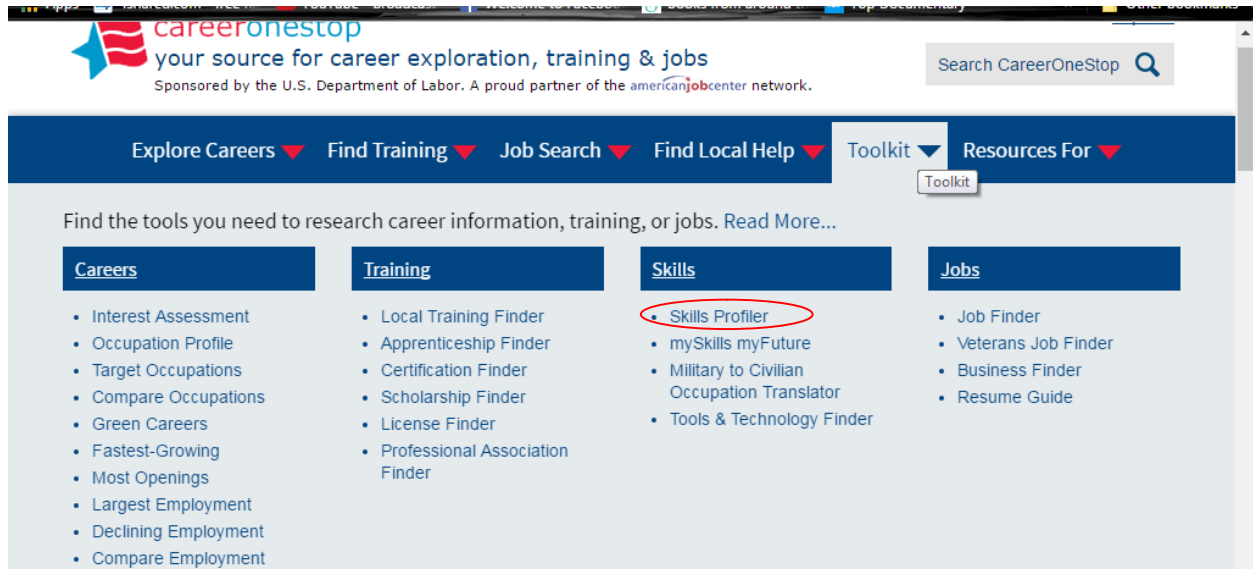


JOB SEARCH CLASS HOMEWORK

QUESTION 1

Log on to the website www.careeronestop.org

Go to Toolkit --> Skills --> Skills Profiler



The screenshot shows the CareerOneStop website interface. At the top, there is a search bar and navigation tabs for 'Explore Careers', 'Find Training', 'Job Search', 'Find Local Help', 'Toolkit', and 'Resources For'. Below the navigation, there is a section titled 'Find the tools you need to research career information, training, or jobs. Read More...'. This section is divided into four columns: 'Careers', 'Training', 'Skills', and 'Jobs'. The 'Skills' column is highlighted, and the 'Skills Profiler' tool is circled in red. Other tools listed in the 'Skills' column include 'mySkills myFuture', 'Military to Civilian Occupation Translator', and 'Tools & Technology Finder'.

Read the instructions & complete the skills profile.

List the top 5 job types that best match your skills according to the profile test.

QUESTION 2

Create a basic resume covering the following points. Write only what content/information you will include in each section. No formatting required for now. Fill out each section truthfully, to the best of your knowledge. Check for spelling & grammatical errors.

1. Contact Information
2. Work experience or Employment history
3. Education
4. Skills & Interests

QUESTION 3

Write a cover letter for your dream job & company using the template provided in the handout. No need to write name, address etc. Write only the main part of the letter i.e. first paragraph, second & third paragraph.

QUESTION 3

Give short answers (5 or 7 sentences or less) to below commonly asked interview questions:

1. Tell me about yourself
2. What are your biggest strengths & weaknesses? (2 strengths & 1 weakness)
3. Where do you see yourself (professionally) 5 years from now?
4. Why do you want **this** job ? (Imagine you are interviewing for your dream job)
5. Out of all other candidates, why should we hire you? (Imagine you are interviewing for your dream job)