

Assignment #1: Career Portfolio

Overview: For this unit, you will write a resume, a letter of application, and a thank-you note. You will begin by identifying an organization for which you would like to work. You may do this by searching websites online, looking at advertisements in print publications, talking with colleagues, visiting establishments or talking with career counselors at UD Mercy.

Pay-back: By the end of the unit, you will have more than “walked through” the job-searching process and therefore you should find the actual job search less intimidating and more rewarding than you might find it without these experiences.

Assignment – 100 Points

Develop a Career Portfolio

- Select an organization for which you'd like to work.
- 20 points - Provide a written analysis of the organization, including its name, a description of its products or services, a brief list of its competitors, a list of the markets it serves, a brief history of the organization, whether it is a profit or non-profit organization, whether it is publicly or privately owned, and a brief analysis of its challenges and opportunities. Include the reasons why you would like to work for this organization and why you think you would be a good match for it.
- Identify a job within the organization for which you are or will be qualified (upon graduation).
- 40 points - Write a 1-page job-specific resume.
- 20 points - Write a 1-page (or less) company and job-specific letter of application to a named individual.
- 20 points - Write a 1-page (or less) follow-up “thank-you” note to that individual following a “mock” job interview to be done in class.

Personal Inventory-List of Suggestions

Brainstorm: What are your marketable skills?

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| ▪ educational preparation | ▪ any achievements (include hobbies, sports, languages, etc.) |
| ▪ work experience | ▪ look for a pattern(s) of skills/abilities |
| ▪ extracurricular activities | |
| ▪ personal characteristics (ask others for input on these as well) | |

Ask yourself:

- What do I want from my career?
- What do I intensely like? Dislike?
- What are my work environment preferences? Do I like working out-of-doors? Do I enjoy working indoors?
- How do I communicate with others? Do I like being in charge?
- Do I prefer working alone? With small groups? Large groups?

Add anything else to this list that you think may be helpful or important. Above all, don't edit yourself; don't judge what you are writing down. It may prove useful and enlightening in the future. When your list is completed, prioritize your skills and abilities (#1 next to the most marketable, #2 next to the second most marketable, etc.).

Due Dates

Rough Drafts for Peer Review: Next Week

Final Drafts for Submission: Two Weeks (including Thank You Note)