

## BPA PROJECT

### Advanced Interview Skills

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**AIS**

- Description: This project is based on the “Advanced Interview Skills” event. First, you will select a job to apply for a Professional Business Associates, a fictional business. Second, you will prepare a resume, cover letter and job application for this position.
- Finished Product: Turn in a hard copy of your Resume, Cover Letter, Job Application. In addition, email your resume and cover letter.
- Grading: This project is worth a total of 300 points (Resume 100; Cover Letter 100; Job Application 100).
- Work Days: August 28, 31
- Due Date: Resume, Cover Letter, Job Application, Due End of Class on August 31
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Resume

Cover Letter

Job Application

**IT'S TIME TO GET A JOB! SELECT ONE OF THE FIFTY JOB OPENINGS LISTED IN THE ORGANIZATIONAL CHART AT THE BOTTOM OF THE PAGE. IMAGINE THESE JOBS WERE ADVERTISED IN THE NEWSPAPER OVER THE WEEKEND. MAKE SURE TO SELECT A JOB WHICH SOUNDS INTERESTING AND RELATED TO SOME OF YOUR COURSEWORK AND/OR PERSONAL EXPERIENCES. PREPARE YOUR RESUME AND A COVER LETTER TO APPLY FOR THE JOB. ADDRESS YOUR COVER LETTER TO:**

Ms. Julie Smith  
 Human Resources Department Manager  
 Professional Business Associates  
 5454 Cleveland Avenue  
 Columbus, OH 43231-4021

## Organizational Chart and Company Information

Professional Business Associates develops and sells software, hardware, and services. The services provided are:

1. Systems analysis
2. Software development and design
3. Marketing
4. Training development
5. Hardware and software sales

This large corporation has a branch office in the capital of each membership state. The corporate headquarters is located at 5454 Cleveland Avenue in Columbus, OH 43231-4021, and has 200+ employees. Management includes:

Chief Executive Officer	Nancy Wells
Financial Services Department	Harvey Rosen
Information Technology Department	Tom Carlson
Human Resources Department	Julie Smith
Marketing Department	Roger Meyer
Administrative Support Department	Edna Renick

Chief Executive Officer				
Financial Services	Information Technology	Human Resources	Marketing	Administrative Support
1. Administrative Assistant	1. Data Entry Clerk	1. Human Resources Assistant	1. Information Processing Assistant	1. Administrative Assistant
2. Data Entry Clerk	2. Database Specialist	2. Information Processing Assistant	2. Administrative Assistant	2. Information Processing Specialist
3. Payroll Clerk	3. Information Processing Assistant	3. Administrative Assistant	3. Desktop Publisher	3. Computer Applications Specialist
4. Accounting Clerk	4. Administrative Assistant	4. Medical Support Assistant	4. Graphic Design Assistant	4. Desktop Publishing Assistant
5. Database Assistant	5. Programmer	5. Insurance Benefits Clerk	5. Desktop Publishing/Graphic Assistant	5. Legal Research Assistant
6. Spreadsheet Specialist	6. Software Engineer	6. Management Assistant	6. International Business Coordinator	6. Graphic Design Assistant
7. Accountant	7. PC Servicing/Troubleshooting	7. Payroll Specialist	7. Website Liaison	7. Management Assistant
8. Financial Analyst	8. Network Administration	8. Wellness Coordinator	8. Management Assistant	
	9. Digital Media Specialist		9. Small Business Liaison	
	10. E-commerce Specialist		10. Research Assistant	
	11. Website Developer			

**EMMA GOGETTER**  
123 Herecome Lane, Cincinnati, OH 45231  
emma@hireme.com  
(513) 000-0000

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**OBJECTIVE**

Reliable and mature high school junior seeking a part-time position with a local financial services firm to gain experience for a future career in accounting.

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**EDUCATION**

Northwest High School, 10761 Pippin Road, Cincinnati, OH 45231  
GPA: 3.0; Expected Graduation: June 2017

**Relevant Coursework**

- Financial Services, a college-prep business program emphasizing personal finance, investments, real estate, insurance, entrepreneurship, accounting, economics, and law.
- Intro to Financial Services, Intro to Accounting, Intro to Business.

**Extra-Curricular Activities**

- Business Professionals of America – Member, 2014-Present; Class Rep, 2015.
  - BPA Regional Competition – Entrepreneurship Event, 2nd Place, March 2015.
  - Fall Leadership Conference, November 2014.
- Girls Soccer – Northwest High School, 2013-15; Team Captain 2015.
- Key Club – Member, 2014-Present.

**Academic Achievements**

- BPA Member of the Month, September 2015.
  - Honor Roll, Freshman and Sophomore Years.
  - Perfect Attendance Award, Sophomore Year.
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**EXPERIENCE**

**YMCA Lifeguard**, Summer 2014 and 2015

- Monitored swimming areas for rule violations and drowning victims; assisted in maintaining pool facilities and recreation areas surrounding pool areas.
- Received “Best Employee” award in 2014; earned a 20% raise from 2014 to 2015.

**Lawn Mowing**, Summer 2013 to Present

- Performed lawn mowing and landscaping services for local residences and businesses.
  - Expanded business from 5 customers in 2013 to 25 customers in 2015 through aggressive advertising in the community and positive word-of-mouth.
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**SKILLS**

**Technology**

- Experienced in Microsoft Office – Word, Excel, PowerPoint, and Publisher.
- Comfortable using computers and technology applications.

**Problem-Solving**

- Possess an optimistic approach to problems and situations.
- Able to create reasonable solutions to problems in short amounts of time.

**Interpersonal**

- Participate actively and enthusiastically as a member of a team; experienced leader.
- Able to listen effectively and learn quickly; can take directions, instructions, and criticism well.

# COVER LETTER FORMAT

1 Month Day, Year

Mr./Ms./Dr. Full Name, Title

2 Name of Organization

Street or P.O. Box Address

City, State Zip Code

3 Dear Mr./Ms./Dr. Last Name

Double spaced evenly  
4

Times New Roman, 12pt

Top Margin: 2"

Side Margins: 1"

Use open punctuation

5 Block Format: no indents, single spaced paragraphs, double space between paragraphs

This is your opening paragraph. State why you are writing, how you learned of the organization or position, and basic information about yourself. 6 7 8

This is your second paragraph. Tell why you are interested in the employer or type of work the employer does (simply stating that you are interested does not tell why, and can sound like a form letter).

Demonstrate that you know enough about the employer or position to relate your background to the employer or position. Mention specific qualifications which make you a good fit for the employer's needs (tell them what you can do for them, instead of what they can do for you). This is an opportunity to highlight relevant items in your resume. Refer to the fact that your resume is enclosed. Mention other enclosures if such are required to apply for a position. 9 10 11 12 13

This is your third paragraph. Indicate that you would like the opportunity to interview for a position or to talk with the employer to learn more about their opportunities or hiring plans. State what you will do to follow up, such as telephone the employer within two weeks. If you will be in the employer's location and could offer to schedule a visit, indicate when. State that you would be glad to provide the employer with any additional information needed. Thank the employer for her/his consideration. 14 15 16

Sincerely 17

(your handwritten signature) 18

Your Name Typed 19

Enclosure 20

- ✓ Type your letter and proof read it.
- ✓ Print it and sign it.
- ✓ Put your resume behind it, but **DO NOT STAPLE YOUR RESUME.**
- ✓ Turn them both in.

Pelase mkae srue to run splelehck and prof raed yuor cveor lteter and rsueme. Remebmer taht it is psobile to raed an etnire paragaph flul of spleling mskitaes and sltil udtenrasnd waht it syas. Tihs is bcuseae the huamn mnid deos not atumioatacly raed ervey lteter by istlef, but the wrod as a wlohe. Mkae srue taht you raed ervey lteter!

**Professional Business Associates**  
**5454 Cleveland Avenue**  
**Columbus, OH 43231-4021**  
**614-895-7277**

**Employment**  
**Application**

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

The law prohibits discrimination because of age, race, color, gender, religion and national origin, and requires affirmative action in the hiring of minorities, women, the handicapped, and veterans.

Last Name		First Name		Middle Name	
Street Address		City	State	ZIP	Telephone Number
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No				E-mail Address	
Describe the type of employment you desire: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time					
What hours are you available to work: <input type="checkbox"/> Weekend <input type="checkbox"/> Weekday					
Position Sought: _____					
When would you be available for employment? _____					

**Academic Training**

Institution Name and Location	Attended From To (Mo./Yr.)	Major Subjects	GPA	Degree/Diploma	Date Received or Expected

**List Other Education, Professional Certification, Licensure, Accreditation**

_____
_____
_____

## Employment History

List your past three (3) jobs, activities, and/or other experience, including volunteer work, part-time employment while in school, U.S. Military Service, and self-employment.

Employer (present or most recent)

Supervisor (name and title)

Street Address, City, State ZIP

Your Job Title

Description of your duties:

Reason for leaving:

From (Mo./Yr.)

To (Mo./Yr.)

May we contact your present employer for references?       yes       no

May we contact you at your present place of employment?       yes       no

If yes, please list employment telephone number \_\_\_\_\_

Employer

Supervisor (name and title)

Street Address, City, State ZIP

Your Job Title

Description of your duties:

Reason for leaving:

From (Mo./Yr.)

To (Mo./Yr.)

Employer

Supervisor (name and title)

Street Address, City, State ZIP

Your Job Title

Description of your duties:

Reason for leaving:

From (Mo./Yr.)

To (Mo./Yr.)

## Achievements


## References

List three (3) persons familiar with your work ability that we may contact. Exclude relatives.

Name (Last, First)	Address (City, State ZIP)	Telephone Number

## U.S. Military Service

Service Branch: \_\_\_\_\_ Dates: \_\_\_\_\_

Specialty Training Received: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Personal

Do you have the legal right to work in the U.S.? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted under your current name or any other name of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, give date, court, nature of offense, and disposition: \_\_\_\_\_

I certify that the answers I have given to the foregoing questions and statements are true and correct, without mental reservation of any kind. If employment is obtained under this application, I will comply with all orders, rules and regulations of the company. I agree to submit to a physical examination. I also authorize my former employers and educational institutions to give any information they may have regarding me. I release them and their organizations from all liability for any damage whatsoever for issuing same. If, upon investigation, anything in this application is found to be untrue, I understand that I will be subject to dismissal at any time during the period of my employment.

**Applicant — please sign and date here** \_\_\_\_\_  
*Signature* *Date*

**If electronic signature is unavailable, please check here \_\_\_\_\_ to signify agreement and type applicant's initials here \_\_\_\_\_.**