YEAR 9/10 PERSONAL FINANCE

Assessment task 1

2022

JOB APPLICATION

This task requires you to find a job to apply for that is relevant to you as a teenager.

Your task will be to develop or refine your personal resume as well as develop a cover letter to apply for the job. Depending on the year level you are in, you cover letter will need to focus on the following:

* Year 9 = How you will meet your responsibilities as an employee
* Year 10 = How you can add value to the business in the current business climate

Word Limits:

Resume = 2 pages maximum

Cover letter = 1 page maximum

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| **Knowledge and Understanding** | **Skills** |
| Concise and articulate analysis of the roles and responsibilities of them as an employee, specific to the application (9KU4)  Concise and articulate explanation of how they as an employee can value add within the current business climate (10KU4) | Excellent and concise application of skills of resume and letter writing to solve a problem for employers (S4) |
| In depth Analysis of the roles and responsibilities of employees (9KU4)  In depth explanation of how employees contribute to improving productivity in respond to changing economic conditions (10KU4) | Effective application of skills of resume and letter writing to solve a problem for employers (S4) |
| Analyse the roles and responsibilities of employees (9KU4)  Explain employees contribute to improving productivity in respond to changing economic conditions (10KU4) | They apply skills of job applications to solve a problem for employers (S4) |
| Lists the roles and responsibilities of employees as part of the letter (9KU4)  Superficial explanation of how they can help the business (10KU4) | Apply skills of job applications without reference to solving a problem for employers (S4) |
| Lists 1-2 responsibilities an employee may have (9KU4)  Attempted explanation of how they can help the business (10KU4) | With errors, apply for a job. May be missing a cover letter or resume (S4) |