

Outdoor Adventure Skills 2013 - Professional Portfolio Development

Job Search Assignment - Value 10%

Learning Outcomes:

- To research careers related to outdoor adventure skills using a variety of job search methods
- To explore the job market in outdoor adventure
- To explore personal educational and skill development needs
- To assemble an effective application package in response to a current job opening

Part 1:

- 1) Find, and submit **four** job advertisements that it would be realistic for you to apply to after you graduate from this program.
- 2) Highlight one skill from each job advertisement that you need to improve on and specifically tell me two things you are going to do to make it happen.
- 3) Select one potential employer who placed the job advertisement and prepare a brief summary of what you have learned about the company. Your summary will include qualities of the company that you find particularly attractive and that matched your transferable skill set and experience.

Part 2:

Choose one of the job advertisements

- 1) Write a cover letter (following the format outlined in class) that you would submit if you were applying for that job.
- 2) Customize your resume to the job. Do the best job you can best on what we have covered in class to date.
- 3) Submit this application package (cover letter, resume and job advertisement).

Submission Requirements:

Submit this assignment electronically using your **Fleming email account**. Submit to **jmior@flemingc.on.ca**

- 1). Job advertisements & skills – saved as a .pdf (eg. **mior_ad.pdf**) and attached to email
- 2) Cover Letter – saved as a Word document (eg. **mior_covlet.docx**) and attached to email
- 3) Resume – saved as a .Word document (**mior_resume.docx**) and attached to email