



The Higher Learning Institute

Williams Memorial CME Church
3400 Triangle Lake Road
P.O. Box 1395
High Point, NC 27260

God's Unit Assignment II (Due March 5, 2005)

Based on the information that you learned today...

1. Identify a company with a position for which you would have interest to work with in the future.
2. Compose a cover letter and resume to this company using the format you covered in Career Prep I.
3. You can use the Resume worksheet on the back to guide you or to write your rough draft. You can also use the attached action verb list to help you with your resume wording.
4. This must be done in **electronic form (typed)** and **e-mailed** to **hlistep@yahoo.com** by **March 5, 2005** so that the mentors can review and provide feedback **at** the next session.
5. Please see a mentor **before** you leave this session if you have any questions or concerns about emailing this assignment

Hints: You can use the professional letter and resume wizard templates in Microsoft Word to help you.

- *Microsoft Word>File Menu >New >Letters & Faxes> Professional Letter*
- *Microsoft Word>File Menu >New>Other Documents> Resume Wizard*

Next Session is Saturday March 12, 2005

Resume Worksheet

Name: _____

Address: _____

Telephone: _____

Email: _____

Objective: _____

Education: _____

Work/Volunteer Experience: _____

Honors: _____

Activities: _____

Talents/Hobbies/Special Interests: _____
