

## **God's Unit (3<sup>rd</sup> year) Assignment III**

### **Due April 23, 2005**

#### **Email Basics:**

Pretend like you saw the announcement about registration for HLI in the church bulletin. You wanted to find out more about the program so you decided to send an email to the director. Please neatly write or type an email to inquire about the program using the E-mail do's and don'ts that you learned during Session III. This will be taken up at the next session. **Do not actually send an e-mail.**

#### **Cover Letter and Resume Revision:**

Make corrections that were suggested by mentors to cover letter and resume, and turn in the final copy at the next session

#### **Interviewing:**

The mentors will challenge your interviewing skills at the next session. You will be participating in a mock interview. Therefore, your assignment is to review all of the interviewing skills material and come fully prepared for an interview. You will be evaluated on the ENTIRE interviewing process. Remember, you should treat this as a REAL interview.

**Reminder: Next Session is April 23, 2005**