Directions: Step I – Planning About Me: Using Word, prepare a working document that contains assessable keys to employment success. The areas under consideration include scholarship, experience, leadership, benevolence, and fellowship. Each paragraph must be headed with its respective bolded subject area. Identify everything you have to offer by category. These items must be documented evidence, e.g., “I volunteered at the Hackensack Food Kitchen once a month starting 12/06 – present.” or “I played on the Hasbrock Heights Town Softball League 2005, 2006 and 2007.” No one believes or cares about wishful thinking, e.g., “I am kind to others and help out when I can.” If you can’t support your information with fact, it is cocktail party conversation, not résumé planning material. If you have nothing to offer an employer in a respective area, place “NONE” next to the category. This in itself may be a bit of a wake-up call. What I Want: Conclude your document with one paragraph identifying your career goals and what position do you desire. (Be realistic, based on the preceding paragraphs that detail your accomplishments.) Step 2 – Searching Using a Web-based job search site, e.g., Monster.com or NYTimes.com, search the offerings and identify one position for which you can apply. There can be only one assumption made here; your graduation date from BCC is this coming semester. No other assumptions regarding skills, abilities, talents, education, or experience can be made; ultimately, this position will be used to match your résumé. Make a screen shot of your findings and include it with your submission. Step 3 – The Cover Letter Generate a cover letter that you would forward to this organization. Submission and Grading: Aesthetics, mechanics of language, use of vocabulary, and style will be considered when assigning a final grade. There should be one file with three sections consisting of (a) your self assessment, (b) your screen shot of your job (Ctrl + PrtScn on the keyboard to copy, open Paint and paste, save as a jpeg-file), and (c) your cover letter.