

3DE Year-Long Project

Overview:

You will create a professional online portfolio to showcase your skills, abilities, qualifications, and experiences to potential employers. You will use your school Google account to create the portfolio using Google Sites. Specific instructions for setting up your Site are outlined on page 3.

Portfolio **must** contain the following items:

- Professional Head Shot (this is a photo of yourself; yearbook staff will assist with photos at a later date)
- Resume
- Cover Letter
- Dressing for an Interview Presentation
- Job Interview Q & A
- Follow-up Letter
- Resignation Letter
- All **SIX** 3DE Case Challenge presentations
- Certificate(s) if you were on a winning team for Case Challenge(s)

Optional items to include:

- Extracurricular activities (clubs, sports, etc)
- Volunteer experience
- Job experience
- Special honors or recognitions (Eagle Scout, Student of the Moment, Employee of the Month, etc)

Grading: This assignment is a summative assessment worth 200 points. See rubric on last page.

Specific Instructions for Resume, Cover Letter, Presentation, Q &A, Follow-up Letter, and Resignation Letter:

Resume – due Friday, Dec. 14 at 11:59pm (email to Dr. Rock before adding to portfolio)

1. Your resume is a brief description of your skills, abilities, education, and work history. It is a general introduction of you to any possible employer.
 - a. The resume is a selling tool that outlines your skills and experiences so an employer can see, at a glance, how you can contribute to the employer's workplace.
 - b. Your resume is a snap shot of what you have accomplished to that point in time.
 - c. Your resume has to sell you in short order. While you may have all the requirements for a particular position, your resume is a failure if the employer does not instantly come to the conclusion that you "have what it takes." The decision to place your resume in the "consider file" or the "reject file" may take less than thirty seconds.
 - d. You will need information to write a good resume. Not just information about jobs you've held in the past but also information to select the most relevant accomplishments, skills and experience for THIS position. The more you know about the employer and the position, the more you can tailor your resume to fit the job.
2. The goal of a resume is not to get you the job, but to get you the job interview
3. Using Word, create your personal resume (feel free to use a template!)
4. Use correct spelling, grammar, and punctuation
5. Make it look professional
6. Dr. Rock's 9th grade Resume; Sample Resume 2; Sample Resume 3 (search Internet for more samples)
7. Save as **LastName_Resume**
8. Convert to a PDF to link within your portfolio

Cover Letter – due Friday, Dec. 14 at 11:59pm (email to Dr. Rock before adding to portfolio)

- You are to create a cover letter that will accompany your resume when you apply for the job
 - A cover letter expands on your specific qualifications for the job you are applying for
 - The cover letter is an introductory letter that tells the reader why you are contacting them and highlights some key things about you that make you a good candidate for a job position.
 - The cover letter is typically your first chance to emphasize what you have to contribute to the company or organization. Don't give the person screening the resumes a second to entertain the thought: "But how can this person help US?" Your cover letter will answer that question in your own words. Your resume will also answer that question but in a somewhat more rigid format.
 - A sample is provided in the link above, but you may search the Internet for others.
- Save as **LastName_CoverLetter**
- Convert to a PDF to link within your portfolio

Dressing for an Interview Presentation – due Mon. Feb. 4 at 11:59pm (email to Dr. Rock before adding to portfolio)

- Using the handout on dressing for an interview, create a 6 to 8-slide presentation indicating appropriate and inappropriate attire for a job interview
- Use PowerPoint or Google Slides to create the presentation
- Make sure your name is on the title slide
- Must contain the following for both males and females:
 - Pictures of appropriate interview attire
 - Pictures of inappropriate interview attire (must still be school appropriate with the pictures; any inappropriate for school attire will result in automatic zero and discipline referral)
 - Description using words for types of clothing
 - Hygiene rules (see packet) for hair, nail polish, deodorant, tattoos, etc.
- Save as **LastName_DressingforanInterview**
- Convert to a PDF and link within your portfolio

Job Interview Q & A – due Thurs. Feb. 14 at 11:59pm (email to Dr. Rock before adding to portfolio)

- Complete the interview questions found here
- Copy and paste the questions into a new Word document
- Answer all the questions
- Don't forget to come up with three questions of your own to ask the interviewer
- Save as **LastName_InterviewQandA**
- Convert to a PDF to link within your portfolio

Follow-up Letter – due Thurs. March 14 at 11:59pm (email to Dr. Rock before adding to portfolio)

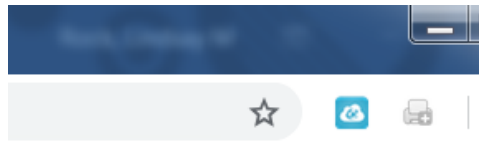
- You are to create a follow up/thank you letter from scratch using Word
- Make sure you thank the person for the interview
- See [sample here](#) or do some research
- Save as **LastName_FollowUpLetter**
- Convert to a PDF to link within your portfolio

Resignation Letter due Tues. April 23 at 11:59pm (email to Dr. Rock before adding to portfolio)

- Now you want to quit your job, or professionally said: "Move on to bigger and better things!"
- Create a resignation letter - [read the resignation letter here](#) and follow this sample to create your own
- Save as **LastName_Resignation Letter**
- Convert to a PDF to link within your portfolio

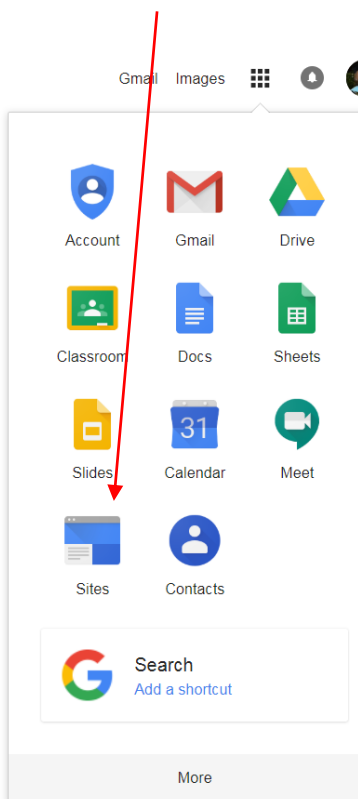
Specific Instructions for Setting up Google Sites and Adding Content

1. Go to www.google.com and log in using your school Google Account (if needed). **DO NOT USE A PERSONAL GMAIL ACCOUNT.**



2. Click on your waffle in the top right corner

3. Choose Sites from the list of options



4. Click Create on the left
 5. Choose in New Sites from the drop down
 6. If prompted to take the tour, do it
 7. Change the words “Untitled Site” to Mr./Ms. Your Name’s Online Portfolio (ie Ms. Susie Smith’s Online Portfolio)
 8. Come with a creative, appropriate title for your online portfolio
 9. Choose a layout that allows you to insert your head shot (professional image of yourself) on the first page. You must include your headshot!
 10. Your online portfolio **must** include hyperlinks to the following items that you created from above:
 - Resume
 - Cover Letter
 - Dressing for an Interview Presentation (you will not present this)
 - Job Interview Q & A
 - Follow-up Letter
 - Resignation Letter
 - 3DE Case Challenge Presentations
 - Certificate(s) if you were on a winning team for Case Challenge(s)
- *Files should be PDF format; link to the PDF for each
11. Optional items to include are listed on the first page.

Grading Rubric

Requirement	Points Possible	Points Earned
Resume	20	
Cover Letter	20	
Dressing for an Interview Presentation	20	
Job Interview Q & A	20	
Follow-up Letter	20	
Resignation Letter	20	
All SIX 3DE Case Challenge Presentations AND Winner Certificate(s) for Case Challenge(s)	20	
Head Shot	20	
Professional and appealing portfolio created using Google Sites (ie layout, color scheme, links work, each link is linked to a PDF, no spelling or grammatical errors)	40	
Total	200	