

**Module 1 Lesson 2 Assignment**

In today's assignment, you will polish off the components of your application package to apply for a part-time position at Starbucks, provided as an example for this course!

Your application package will consist of an application form, cover letter, resume, at least three examples of interview question responses, and a post-interview thank you note.

|  |
| --- |
| **Application Form:** [Starbucks Application Form](https://comoxvalleyschools.instructure.com/courses/1231/files/487818/download?wrap=1)* complete the application form online, or in blue or black ink
* please ensure all sections are filled in (except your SIN - leave that blank)
* if any sections are not pertinent to you, write N/A, meaning not applicable
* your application form should be legible, neat and clean!
 |
| **Cover Letter:*** write a cover letter addressed to the Manager (make up a name, and choose a location near you)
* ensure you have the correct formatting, including your address, the company's address, the contact information, and three paragraphs)
* your letter should be professional and free of spelling and grammatical errors
 |
| **Resume:*** ensure you have correct formatting for your resume
* your resume should be neat, clean and professional
* include at least three references on your resume, or as an attachment, with both telephone and email contact information
* check for adequate spacing and layout
 |
| **Thank You / Follow Up Note:*** write a thank you note that you could send post-interview
* ensure that your note is clear, concise and professional
* for this assignment, you can just write your thank you message in a Word document
 |