Job application assignment

Overview- Out field trip involves us in a simulation of a mission to mars. Different job positions are needed for the students to fill so we can have a successful mission. The power point that explains the different jobs available is downloaded in the space section of the web site. Students will turn in their rubric(available for download), cover page, job application (available for download) and at least two letters of recommendations with at least one being filled out by an adult(available for download).

**Cover Letter**

\*This is a letter written to Mrs. Cross to explain the job position wanted and why you are the best person for that job. Focus only on your first choice job.

\*The first paragraph (at least 3 sentences) should be about you. Think about the things needed for the job and use those type of traits be the things to talk about.

\*The second paragraph should focus on the job requirements. You can talk about the requirements and why you feel you have them.

\*The third paragraph is the conclusion. NO NEW INFORMATION should be given in the final paragraph. You are summarizing the whole letter and just re-stating information you already gave.

\*It must have your signature at the bottom of the letter.

**Job Application**

\*Fill this out completely.

\* Focus on your first choice of the job you want, but include a second and third choice.

**Letter of recommendation**

You should have at least two of these filled out.

Al least one should be filled out by an adult.

You fill out the line that tells which position you want, but the person who is giving the recommendation fills out the rest of the form.