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## Unit 4 - Submission

### Assignment Overview

**Type:** Other  
**Unit:** The Job Search  
**Due Date:** Tue, 6/26/18  
**Grading Type:** Numeric  
**Points Possible:** 100  
**Points Earned:** 0  
**Deliverable Length:** Evaluation: 1,000-word (min); Presentation: 5–7 slides, excluding Intro and Reference slides

### Go To:

- **Assignment Details**
- [Learning Materials](#)
- [Reading Assignment](#)

### My Work:

Online Deliverables: None

## Assignment Details

### Assignment Description

You will create this assignment following the Assignment Detail instructions below. **This assignment will be submitted in the Unit 4 - Submission Assignment lesson in Intellipath.**

Review the tutorial titled [How to Submit the Intellipath Submission Assignment](#).

Please submit your work to this week's Intellipath Unit Submission lesson. Click the Upload button within the submission lesson to access the submission area. Click the Select File button to upload your document, and then click "OK" to finish.

### Assignment Details

There is a maxim that states, "Failing to prepare is preparation to fail," and it is especially true when searching for a job. To prepare for an effective job search, complete the following:

- Develop a professional career goals statement that is suitable for use on your resume. Explain the rationale underlying the development of this statement, and describe how you expect it will be perceived by prospective employers.
- Prepare an in-depth analysis of how your skills, experiences, and education match the type of jobs for which you will be applying.
- Identify at least 3 jobs for which you will be applying, and discuss what you will need to apply for these jobs. For instance, will the employers require each perspective applicant to fill out a job application prior to the interview, or do they only need to submit a resume and cover letter?
- Research and analyze 3 different companies to which you are planning to apply for the types of jobs listed above. Discuss your findings, and assess how your skills, experience, and education would allow you to contribute to the attainment of each company's mission.
- Research and discuss best practices for resume and cover letter writing, and explain how you will incorporate these into your job search strategy.
- Integrate research leveraging at least 4 different scholarly sources (e.g., research journals) from the AIU Online Library.

Using the career plan you created in your Unit 1 Submission Assignment and the preparation immediately above, create an evaluation (it can be a paper, a presentation, an executive summary, or so on) that delivers the following:

- Prepare an in-depth analysis of how your skills, experiences, and education match the type of jobs for which you will be applying.
- Using relevant job posting sites, identify 3 positions you would be interested in applying for.
- Conduct research on the company you are going to apply to for each position.
- For each job posting, create a cover letter that will highlight your experiences and demonstrate your knowledge of the company.

### Grading Criteria

Grading Criteria	Percentage
Deliverable requirements addressed; understanding of material and writer's message and intent are clear. <ul style="list-style-type: none"> <li>• Identify 3 Job postings</li> <li>• Research the company in each posting</li> <li>• Create a cover letter for each job posting</li> </ul>	55%
<b>Critical thinking:</b> Position is well-justified; logical flow; supported with examples	20%
<b>Structure:</b> Includes introduction and conclusion; proper paragraph format and reads as a polished, academic paper or professional presentation, as appropriate for the required assignment deliverable	10%
<b>Mechanical:</b> No spelling, grammatical, or punctuation errors	10%
<b>APA:</b> Deliverable is cited properly according to the APA Publication Manual (6th ed.)	5%

If you are planning to repurpose an assignment or submit one you have used before, please let your instructor know. If an instructor is not made aware of work being repurposed or reused, he or she will treat the assignment as a plagiarized task and reserves the right to post an F grade and submit a task for review to administration until proof of originality is provided. Click [here](#) for more information.

The following are some tips if you have problems submitting your assignment:

1. Resave in the proper format per the Assignment Detail instructions, and resubmit.
2. Submit with a different Web browser.

3. Submit from a different computer.
4. Call Technical Support at 877-221-5800, Menu Option 2. They are open 24/7.
5. If you are still having difficulties after trying steps 1–4, please contact your course instructor.

Make sure you submit this assignment by the listed due date. Late deductions will apply for this assignment as follows:

1. Assignments submitted within 7 calendar days after the stated due date: 10% penalty of total assignment points.
2. Assignments submitted 8–14 calendar days after the stated due date: 20% penalty of total assignment points.
3. Assignments submitted 15–21 calendar days after the stated due date: 30% penalty of total assignment points.
4. Assignments submitted 22–28 calendar days after the stated due date: 40% penalty of total assignment points.
5. No assignments, including late assignments, will be accepted after the end of the course unless an approved Incomplete has been granted.

## Reading Assignment

Using the Unit Steps as a guide, read the following chapter sections in *Career Achievement: Growing Your Goals*:

- Chapter 3: Where Are the Jobs? Maximize Your Career Options


### Assignment Objectives

- Analyze changes in the labor market relative to skills needed by employers
- Develop a professional job search strategy incorporating research of companies or industries
- Develop and present a career plan and professional portfolio
- Describe the personal and professional qualities needed in the corporate work environment

### Other Information

There is no additional information to display at this time.

### Legend

 Extra Credit

 View Assignment Rubric



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