

Baker High School

Kuder Career Assessment

****Log in with your MCPSS computer credentials****

Click on the **Clever Student Icon**

- Log In with Active Directory
- Pick an Account – choose your MCPSS account
- Once Kuder loads, complete the steps below

Step One: Take Career Interest Assessments

- Under the **HOME** tab on the left side of page, click **Take An Assessment**
- If all three say 100%, you may move to Step Two.
- If one or more say anything other than 100%, you must complete needed assessments then you may proceed to Step Two.

Step Two: Complete Resume

- Under the **HOME** tab on the left side of the page, click **My Job Search Tools**.
- Click **My Resume**
- Click **Create a New Resume**
- Enter your information into the template. **You must add at least two sections to your resume.**
- Click the **GREEN SAVE** button at the bottom of the page once you have finished.

Step Three: Complete Cover Letter

- Under the **HOME** tab on the left side of the page, click **My Job Search Tools**.
- Click **My Cover Letters**
- Click **Create a New Cover Letter**
- Use the Sample Cover Letter on the back of this page. Type information into the template.
- Click the **GREEN SAVE** button at the bottom of the page once you have finished.

Sample Cover Letter

Your Full Name

Your Mailing Address

City, State Zip Code

10/28/2019

Mary Smith, District Manager

Target Inc.

2345 Market Drive

Anytown, USA 23456

Dear Ms. Smith,

I am applying for the position of Sales Clerk/Cashier. I have heard many great things about your company. I feel like I would be an excellent fit for the organization.

I am graduating from Baker High School in May of 2021. I would like to begin work as soon as I graduate. I recently earned a credential in Guest Services and have a vast personal knowledge of customer service.

Please find my resume enclosed and feel free to contact me if you have any questions.

Sincerely,

Type Your Name Here