BIM I Instructions for Assignments

March 23 – 27, 2020

1. Select an imaginary job you want to apply for by researching employment sites such as Monster, Career Builder, etc.
2. Look at what they are wanting in an employee and use that information to create a cover letter stating your reason for applying and your attributes for the job.
3. Use block style to create the letter. You can print the letter using the block style if you do not have access to Word or Google Docs.
4. Use the correct format for a business letter (you can search that on the computer or your cell phone).
5. Also create the resume itself using a correct resume format (there are a variety of them). You can research these on your computer or phone.

Send to me: [csnodgrass@lohnisd.net](mailto:csnodgrass@lohnisd.net)

1. If you have in word or docs just email or share with me.
2. If you have it on paper, take a picture with your phone and email to me.