

Royal Commission Yanbu

Yanbu University College

Women's Campus



ENGL 211

Assignment # 1

First Semester

Academic Year 2013-2014

Section : _____

Student's Name : _____

ID : _____

Due Date : 27th October 2013

Marks : 15

Scored :

Instructions:

1. Read and evaluate the three given advertisements on Page 3
2. Create a **Relevance Chart** to map out your qualification, experience, skills and objectives/goals.
3. Create a Cover Letter to any ONE of the jobs .
4. Follow the rubric:
5. You will be assessed on the correct grammar, punctuation and language of your assignment.
6. Type your assignment on an A-4 Size sheet and submit along with the title, Instructions page and Response Outline Sheet

Job Advertisement # 1

Administration Assistant

Job Reference: 124589

An exciting opportunity exists for a self-starter to join our small team. As administration assistant you will assist the Administration Manager with duties such as answering phones, customer relations, coordinating mail outs, inputting data into the statistical database, scheduling appointments and other administration duties as requested.

The applicant must possess excellent communication skills with the ability to work under pressure in a busy office environment. Knowledge of Word and Excel are essential.

Salary Range: \$28-33K negotiable based on experience.

Send resume to: HR Recruitment Manager, ACME Corporation, PO Box 76, Melbourne, VIC 3001.

Job Advertisement # 2

Graduate Accountant

Western Suburbs Location

Excellent Prospects for Advancement

We are offering excellent scope for an enthusiastic motivated accounting graduate to get their career off to a positive start. You will join our Finance team and have a range of duties and responsibilities including the reconciliation of stock and other account reconciliations, and the analysis and processing of international travel expenses. The ongoing challenge of improving and streamlining business systems and controls will require you to work and communicate closely with other members of the team.

You will need good accounting qualifications, analytical skills, excellent computer literacy and strong interpersonal and communication skills.

Please email your resume to steve.franklin@crew.com.au

Job Advertisement # 3

Teaching Positions 2006

Brightview College: A Year 7 - 12 Co-educational College

The college seeks applications from suitably qualified teachers for positions commencing January 2006. Applicants are invited to visit the college website for more details, including a full position description, of the position advertised below.

Teacher of English and SOSE.

Full-time permanent position.

Applications including CV and the names of three referees should be sent to: The Principal's Assistant, Brightview College 28 Roberts Road, Hawthorn, 3124. Applications close Wednesday 23 November 2005.

Response Chart

Job Title: _____

Job Description	My Qualifications	Skills