



# CLC & Capstone

In today's assignment, you will polish off the components of your application package to apply for a part-time position at Starbucks, provided as an example for this course!

Your application package will consist of an application form, cover letter, resume, at least three examples of interview question responses, and a post-interview thank you note.

## **Application Form:** [Starbucks Application Form](#)

- complete the application form online, or in blue or black ink
- please ensure all sections are filled in (except your SIN - leave that blank)
- if any sections are not pertinent to you, write N/A, meaning not applicable
- your application form should be legible, neat and clean!

## **Cover Letter:**

- write a cover letter addressed to the Manager (make up a name, and choose a location near you)
- ensure you have the correct formatting, including your address, the company's address, the contact information, and three paragraphs)
- your letter should be professional and free of spelling and grammatical errors

## **Resume:**

- ensure you have correct formatting for your resume
- your resume should be neat, clean and professional
- include at least three references on your resume, or as an attachment, with both telephone and email contact information
- check for adequate spacing and layout

## **Thank You / Follow Up Note:**

- write a thank you note that you could send post-interview
- ensure that your note is clear, concise and professional
- for this assignment, you can just write your thank you message in a Word document

## Assessment

Application Package Rubric



Criteria	Ratings				Pts
<p>Application Form</p>	<p><b>4.0 pts</b> <b>100%</b> Student has fully completed the following: complete the application form online, or in blue or black ink please ensure all sections are filled in (except your SIN - leave that blank) if any sections are not pertinent to you, write N/A, meaning not applicable your application form should be legible, neat</p>	<p><b>3.0 pts</b> <b>75%</b> Student has partially completed the following: complete the application form online, or in blue or black ink please ensure all sections are filled in (except your SIN - leave that blank) if any sections are not pertinent to you, write N/A, meaning not applicable your application form should be legible, neat</p>	<p><b>2.0 pts</b> <b>50%</b> Student has started the following but is not close to completion: complete the application form online, or in blue or black ink please ensure all sections are filled in (except your SIN - leave that blank) if any sections are not pertinent to you, write N/A, meaning not applicable your application form should be legible, neat and</p>	<p><b>1.0 pts</b> <b>25%</b> This portion of the assignment is incomplete.</p>	<p>4.0 pts</p>
<p>Cover Letter</p>	<p>and clean! <b>4.0 pts</b> <b>100%</b> Student has fully completed the following: write a cover letter addressed to the Manager (make up a name, and choose a location near you) ensure you have the correct formatting, including your address, the company's address, the contact information, and three paragraphs) your letter should be professional and free of spelling and</p>	<p>and clean! <b>3.0 pts</b> <b>75%</b> Student has partially completed the following: write a cover letter addressed to the Manager (make up a name, and choose a location near you) ensure you have the correct formatting, including your address, the company's address, the contact information, and three paragraphs) your letter should be professional and free of spelling and</p>	<p>clean! <b>2.0 pts</b> <b>50%</b> Student has started the following but is not close to completion: write a cover letter addressed to the Manager (make up a name, and choose a location near you) ensure you have the correct formatting, including your address, the company's address, the contact information, and three paragraphs) your letter should be professional and free of spelling and grammatical errors.</p>	<p><b>1.0 pts</b> <b>25%</b> This portion of the assignment is incomplete.</p>	<p>4.0 pts</p>
<p>Resume</p>	<p>grammatical errors. <b>4.0 pts</b> <b>100%</b> Student has fully completed the following: ensure you have correct formatting for your resume your resume should be neat, clean and professional include at least three references on your resume, or as an attachment, with both telephone and email contact information check for adequate spacing and layout.</p>	<p>grammatical errors. <b>3.0 pts</b> <b>75%</b> Student has partially completed the following: ensure you have correct formatting for your resume your resume should be neat, clean and professional include at least three references on your resume, or as an attachment, with both telephone and email contact information check for adequate spacing and layout.</p>	<p><b>2.0 pts</b> <b>50%</b> Student has started the following but is not close to completion: ensure you have correct formatting for your resume your resume should be neat, clean and professional include at least three references on your resume, or as an attachment, with both telephone and email contact information check for adequate</p>	<p><b>1.0 pts</b> <b>25%</b> This portion of the assignment is incomplete.</p>	<p>4.0 pts</p>
<p>Thank You / Follow Up Note</p>	<p><b>4.0 pts</b> <b>100%</b> Student has fully completed the following: write a thank you note that you could send post-interview ensure that your note is clear, concise and professional for this assignment, you can just write your thank you message in a Word document.</p>	<p><b>3.0 pts</b> <b>75%</b> Student has partially completed the following: write a thank you note that you could send post-interview ensure that your note is clear, concise and professional for this assignment, you can just write your thank you message in a Word document.</p>	<p>spacing and layout. <b>2.0 pts</b> <b>50%</b> Student has started the following but is not close to completion: write a thank you note that you could send post-interview ensure that your note is clear, concise and professional for this assignment, you can just write your thank you message in a Word document.</p>	<p><b>1.0 pts</b> <b>25%</b> This portion of the assignment is incomplete.</p>	<p>4.0 pts</p>
<p><b>Total Points: 16.0</b></p>					