

## Unit 1 Assn 4

Complete one of the following activities:

- A. Prepare a cover letter and a resume in standard format as application for a job you are interested in.  
<http://www.careercc.com/resumpr.shtml#Sally>  
<http://jobsearch.about.com/od/sampleresumes/a/resumetemplat2.htm>
- B. Write a paragraph and propose what it might mean to use substandard or cut rate materials in a project. Identify:  
Structural implications  
Impact on business and reputation  
Quality of the job  
Safety considerations on the work site
- C. Go to the following website and explain what a business plan is, tell why it is important and explain the main parts of developing a business plan.  
<http://www.acoa.ca/e/business/tools.shtml>
- D. Search the local papers for advertisements for skilled trades positions. Create a collage that highlights the variety of positions available.