Adaptation d’un document

réalisé par :



**Résultat : /100**

FICHE DE VERDICT

# SVI-3029-2

NOM DE L’ADULTE : \_

**/100**

**Puts together a personal job search folder**

* When putting together a personal job search folder, adults draw up a résumé by taking into account the characteristics of the desired job.
* They describe their personal and work experience under the appropriate headings depending on the résumé model they have chosen and observe the rules for writing and presenting documents.
* They create a business card by observing the rules for writing and presenting a business card. They select the relevant supporting documents (e.g. diplomas, transcripts, certificates and qualification cards) to be included in their personal job search folder.

**Writes letters and fills out job application forms correctly**

* When writing a letter of interest, a letter of thanks or a follow-up letter, adults take into account the characteristics of the desired job and choose the appropriate type of letter.
* They observe the rules for writing and presenting these types of documents.
* When they fill out a job application form, they take into account the characteristics of the form.
* They present the relevant elements of their résumé in the appropriate sections on the form and provide accurate information.

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| Modalités : |
| Traces et objets d’évaluation sur lesquels le jugement professionnel a été porté (documents ci-joint ou URL ci-bas ) : |
| À PARTIR DES MESURES ET OBSERVATIONS EFFECTUÉES, JE JUGE QUE L’ADULTE A OBTENU LE RÉSULTAT SUIVANT : **/100**  NOM DE L’ENSEIGNANT-E : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  SIGNATURE : L’adresse de courriel utilisée pour l’envoi au centre tient lieu de signature DATE :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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