



FICHE DE VERDICT

SVI-3029-2

NOM DE L'ADULTE : _____

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.

/100

Modalités :

- 1.
- 2.
- 3.

Traces et objets d'évaluation sur lesquels le jugement professionnel a été porté (documents ci-joint ou URL ci-bas) :

- 1.
- 2.
- 3.

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 : _____