

Office administration assignment

[Sociology](#)



Follow-up letter Acceptance letter Letter declining offer Resignation letter
Presentation A. Cover page (name, class, date project was given & due, teacher's name and title of project) B. Table of Contents (complete with headings and page numbers) C. Introduction (Give an overview of project) D. Acknowledgements E. Body of Project Conclusion (summary of the project and how they benefited from doing the project) G. Reference page
Assignment Part 1 Outline what your dream Job is upon leaving school and the qualifications necessary for obtaining that Job. Remember it must be an entry level position.

One paragraph should be sufficient. Part 2 Create a resume tailed for your dream Job. This resume must truly reflect who you are while containing all the necessary parts. Part 3 Letters You are charged with the responsibility of constructing a cover letter to accompany your dream Job resume. This application letter must be addressed to a suitable organization. The letter is to be typed in full block style. Letters must have proper grammar, spelling and punctuation. Part 4 Using the information provided on the advertisement for Sour Sop Grove Hotel sections MUST be completed.

Application letter 0 Write a letter applying for one of the positions in the above advertisements. 2. Follow-up letter 0 You have not received a reply to your application to Sour Sop Grove Hotel for the session for which you applied. Two months have passed. Write a follow-up letter. 3. Acceptance letter 0 Assume that you have been offered the position for which you have applied at the Sour Sop Grove Hotel. You were sent two copies of a contract of employment. Write a letter accepting the position. Letter Declining the Offer 4. 0 Assume for some reason you have decided not to accept the post

offered you at the Sour Sop Grove Hotel. Write a letter to the firm declining the offer. 5.

Resignation Letter 0 Assume that you were employed by Sour Sop Grove Hotel, in the position for which oh applied and after two years you have now been offered a similar position with better benefits at another firm.