

Personal reflection task 3

For my personal reflection task three I have chosen the web site that is about writhing a cover letter to send with a CV. I'm writhing about this because it will come in great use when I'm applying for a job. I never knew that cover letters were so important, I always thought all I needed was a C.V. Cover letters are jus as important as C.V.s, most employers wont even look at the C.V.s if theirs no cover letter. A cover letter is a letter about why you would want a job and why you would think you would be the best at it. It's also up to yourself what you want to writhe about; you should also include your skills and qualities in the letter. I thought there weren't just three main things about this piece; it seems every piece of information is as important as the next. So it was hard to narrow it down but these are the three I picked.

Your cover letter should be laid out like a business letter, starting with the date, your contact details, and then the company's contact details.

Explain who you are and what you feel you can offer the position. Be very clear about the job. Include details about any relevant qualifications for the job.

Sign your name and print it under the signature

I discussed these points with three people in my class. The people I discussed the points with were Mark, Sean and Dean. Dean and Sean agreed that they think they would use these points but Mark said they weren't the points he would have went with.

Here is my story of the three points I picked


The letter

Alright my names Tommy I'm here to tell you my story. My story is based on a letter I wroth and a job I fell into. First of all ill start by telling you the year is 1965 and the area is New York (the big apple) the city that doesn't sleep. I was 19 liven in Manhattan in the Bronx on top of a sweet shop. I was working nine to five, Monday to Saturday jus barley paying for rent and food for the week. One quite Sunday I was standing at the corner of my street when a man that was shot pulled up in a car and held a gun to me and told me "to get in the car". So my reaction was to hop into the car, then he said "step on it" so I start driven he said "he would tell me were to go". Suddenly two police cars start chasing the car, so now I really don't know what to do. The man in the car directed me were to go we lost the police and ended up in the suburbs in some garage. Men came out of the house into the garage in suits and took the man into the house. Just before he went he told two men to look after me and take me to the boss. So these men took me into the house, I cooperated completely. I walked into some room it was a bit like an office. The two men went and left me there with a man in a chair, the man went by the name of the boss. So the boss starts asking me every detail about me. Then when he was finished he started to tell me the man that was shot was his son and I done a good thing today and that I am a good driver. Then he started asking me do I know who they are and what they do, I told him yes I know who they are. Then out of the blue he asks me do I want job and tells me ill earn millions. I answered straight away hell yea, I knew what I was getting into but I didn't care I was sick of my ordinary working for nothing job. Then he turns around to me and tells me he wants a C.V. and a cover letter. He also tells me he wants my cover letter to be laid out like a business letter, starting with the date, your contact details, and then the company's contact details. He also wants me to explain who I am and what I feel I can offer for the position. Be very clear about the job. Include details about any relevant qualifications for the job and sign my name and print it under the signature. I thought he was messing so I asked him was he serious. He said he was messing with me but if I mess with him I would be swimming with the fishes. So that's my story of my letter and the job I fell into. Now I'm one of the biggest mob bosses in America and enjoying my millions.

Matthew Reilly

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Learning to Reflect

	<input type="text" value="Introduction"/>	<input type="text" value="Task"/>	<input type="text" value="Process"/>	<input type="text" value="Resources"/>	<input type="text" value="Evaluation"/>	<input type="text" value="Conclusion"/>
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Evaluation Form

Not at All 1 Very little 2 Half & Half 3 A good bit 4 A lot 5

1. I know more about reflection than I did when I started. 1 2 3 4 5
2. I have learnt new skills. 1 2 3 4 5
3. Writing reflective statements is much easier now. 1 2 3 4 5
4. My reflective statements are much better. 1 2 3 4 5
5. My writing skills have improved. 1 2 3 4 5
6. I know that I can use the things I've learnt
(from doing this Task) in other situations. 1 2 3 4 5
7. I've been able to identify the things I'm good at. 1 2 3 4 5
8. I've been able to identify the bits I'm not so good at. 1 2 3 4 5
9. I think a lot more about what I'm doing/learning. 1 2 3 4 5

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- 10. I've got used to writing in the first person singular ('I' words). 1 2 3 4 5
- 11. I understand why reflecting on learning is a good thing. 1 2 3 4 5
- 12. I know how I can do better with the next Task. 1 2 3 4 5

WHICH TASK IS THIS ABOUT TASK 1 TASK 2 TASK 3



Go to process 1 2 3

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