**Marketing/Packaging Yourself Project**

Every day you must market yourself to teachers, family members, employers and friends. Marketing involves highlighting your greatest strengths and tackling your weaknesses. This project will help you put together a personal package to market yourself.

There are five parts to this project.

Part 1: Prepare a bulleted list of your Top Ten Personality assets or strengths.

Print the list.

Part 2: Prepare a PowerPoint presentation about you that sells your personality strengths. The PowerPoint should include talents, professional interests, work and community experiences, and goals for the future. The PowerPoint presentation should also tell about your family background. The presentation should be at least six slides. Print the presentation as a handout with three slides per sheet.

Part 3: Use the Word template for Professional Resume and prepare a personal

resume. Make sure to include all sections from this lesson.

Part 4: Go to Hot Jobs.com to locate three jobs that would interest you after completing college or post-secondary education. Summarize each job opportunity by answering who, what, and where about the job. Include interesting reasons for taking/not taking the job.

Part 5: Use the Internet to research types of cover letters for job openings. Prepare a cover letter for one of the positions you found at Hot Jobs.com