**Introduction**: In order to achieve your goals of attaining a career after high school, it is important that you understand how to successfully create a resume and cover letter. Also, it is essential that you know how to compose yourself when being interviewed. Therefore, this unit will be focused on actually creating a resume and cover letter as well as experiencing a mock interview. Below, you will find assignment guidelines and rubrics for your mock interview. Rather than taking a test, creating these documents will be your assessment! Good luck and try your best—you will undoubtedly use these documents in your near future!

Assignment: Mock Interview—[Insert date here]

**Objective**: Simulate an actual interview in order to become more confident and knowledgeable about the interview process.

**Assignment guidelines and requirements**:

* Student composes himself or herself in a professional manner.
* Student is articulate and speaks loudly, clearly, and honestly.
* Student is prepared and has thought of potential answers prior to interview.
* Student should have a positive attitude during the interview.