



Attention: Jean Arteaga
 Student Services Office
 Coopersville High School
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 Coopersville, MI 49404

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From: _____

Date: _____

Please post the following information on your Job Board at the High School for potential high school student candidates.

Name of Company: _____

Address: _____

TITLE OF JOB OPENING: _____

PAY: _____

ADDITIONAL INFORMATION: _____

HOURS NEEDED: _____

REQUIREMENTS FOR JOB:

A brief description of responsibilities: _____

Application process: (check all that apply)

Where can an applicant get an application?: _____

A resume

A cover letter

(seniors only) WorkKeys scores on Applied Mathematics, Locating Information, Reading for Information

Contact person for applicant questions:

_____ (name)

_____ (phone)

_____ (email)

ACCEPTING APPLICATIONS UNTIL: _____

Students: Need help with a resume or cover letter? Instruction and examples are on the student share drive. Ask a school counselor or an English teacher for assistance. Need your WorkKeys scores? See Student Services for help.