
How to Apply for a Job

Your mentee should have clear, concrete long- and short-term career goals. It is now time to construct the ‘means’, the instruments to achieve these goals. Here is a list of sites that will teach your mentee about the ‘protocols’ and procedures of the world of work.

CREATE A COVER LETTER

www.myfuture.com/career/before.html

This site is a great introduction. Students can use it to learn the basic information about the construction and uses of a cover letter. Students who want even more information can check out this site:

<http://jobsmart.org/tools/resume/cletters.htm>

Here you will find out even more about cover letters, their uses, their importance, and be given links to view cover letter resources on the web.

ACE YOUR JOB INTERVIEW

www.myfuture.com/career/step1.html

Students will learn the ten basic steps of the job interview.

INTERVIEWING TIPS

www.careerbuilder.com/gh_int_htg.html

Some dos and don'ts.