

PRE-EMPLOYMENT ESSENTIALS

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LEARNING OBJECTIVES

KNOWING THE BASICS OF PRE-EMPLOYMENT DOCUMENTS

Cover Letter

Letter of Intent

Curriculum Vitae

Writing a Letter

PROFESSIONAL SKILLS AND BEHAVIORS

ASSESSING A JOB DESCRIPTION

PRE-EMPLOYMENT DOCUMENTS

WHAT ARE THOSE?

Cover Letter or Letter
of Intent

Curriculum Vitae or
Resume

Career Portfolio

COVER LETTER BASICS

SUPPORTS YOUR CV OR RESUME.

1 PAGE

2 PARAGRAPHS

**CAN BE READ IN LESS THAN 1
MINUTE**

**HIRING MANAGER'S NAME OR
HIRING DEPARTMENTS**

**CREATE YOUR OPENING LINE
(PERSONAL MISSION STATEMENT)**

**DO NOT REPEAT WHAT IS ON YOUR
CV ELABORATE**

COVER LETTER FORMAT

DATE

CONTACT PERSON'S NAME/HR NAME

DESIGNATION/POSITION

COMPANY NAME

COMPANY ADDRESS

SALUTATION

GREETINGS

BODY OF THE LETTER

CLOSING STATEMENT

CLOSING GREETING

YOUR NAME

COVER LETTER FORMAT

**HIGHLIGHT THE RIGHT
EXPERIENCES FOR
THE JOB**

SELL YOURSELF

**THROW SOME
NUMBERS OR DATA**

FINISH STRONG

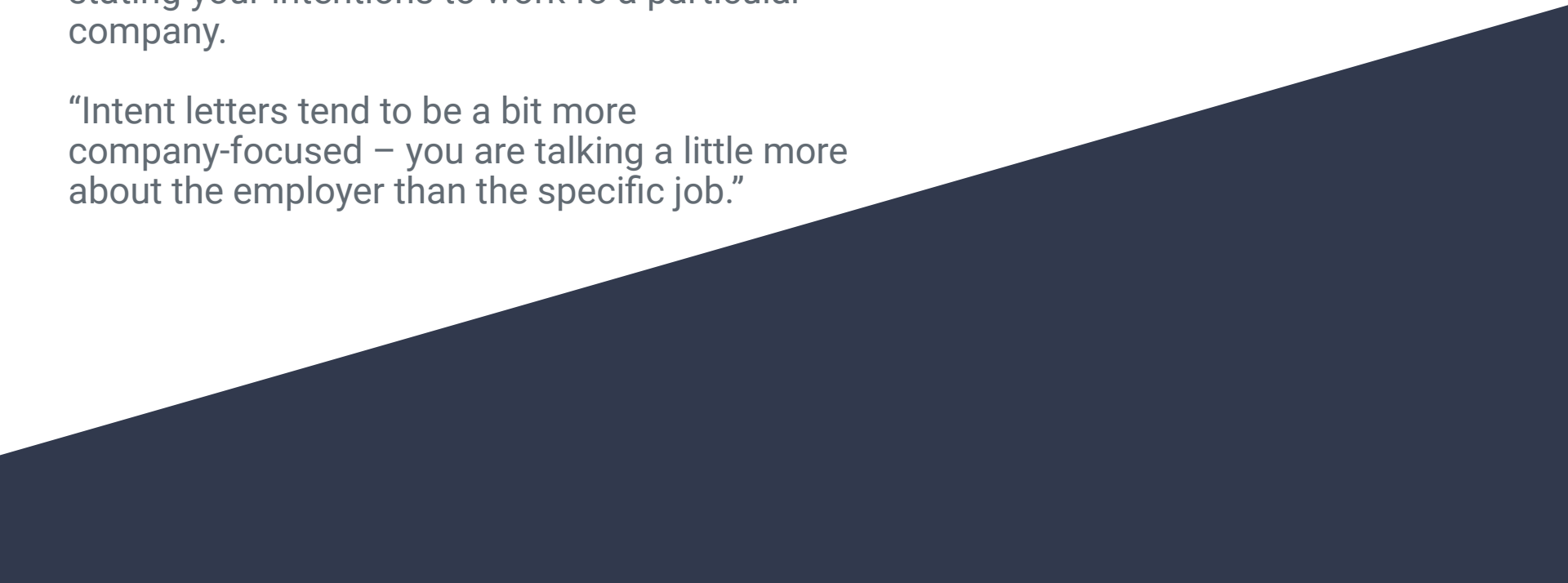
PROOFREAD

LETTER OF INTENT BASICS

What is Letter of Intent (LOI)?

stating your intentions to work for a particular company.

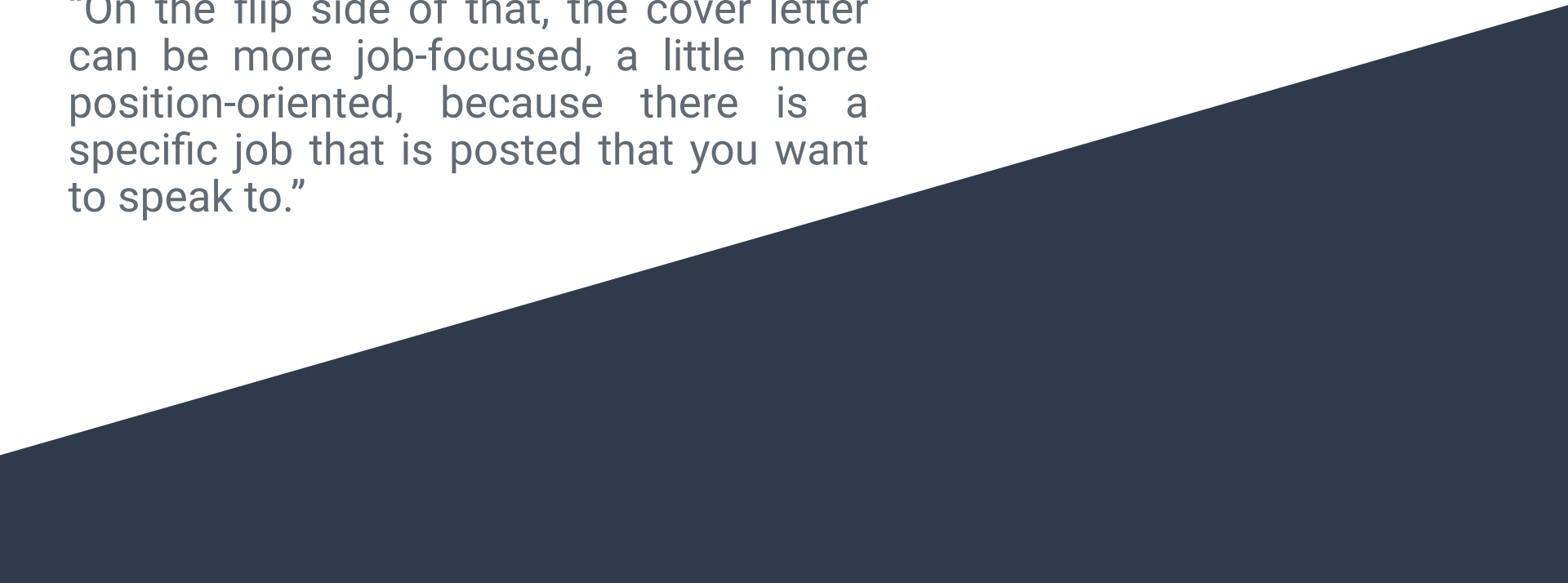
“Intent letters tend to be a bit more company-focused – you are talking a little more about the employer than the specific job.”

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LETTER OF INTENT BASICS

How about Cover Letters?

“On the flip side of that, the cover letter can be more job-focused, a little more position-oriented, because there is a specific job that is posted that you want to speak to.”

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LETTER OF INTENT BASICS

Longer, can be more than 1 page.

More personal and in-depth.

Stories and relates past experiences to either position or company.

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LETTER OF INTENT BASICS

Hiring Manager's Name or Hiring
Departments

Create your opening line (Personal Mission
Statement)

Relate current events or experiences to the
post

Tailored fit for the company or hiring
manager

LETTER OF INTENT FORMAT

Date

Contact Person/HR Name

Designation/Position

Company Name

Company Address

Salutation

Greetings

Body of Letter

Closing Remarks

Closing Salutation

Your Name

WHAT TO INCLUDE IN YOUR CURRICULUM VITAE?

Name

Contact Information

Email Address

Education

Course

Honors/Achievements

Research/Work Experience

Volunteer Experience

Skills

**Professional
Memberships/Organizations**

CV VS RESUME

RESUME

CAN BE
CUSTOMIZABLE TO
THE COMPANY AND
POSITION YOU ARE
APPLYING FOR.

CURRICULUM VITAE

HISTORICAL TIMELINE
OF YOUR CAREER AND
PROFESSION. ALL
YOUR EXPERIENCES
ARE IN IT.

WRITING A LETTER

BLOCKED LETTER FORMAT

Date

Receiver's Name

Designation

Company Name

Company Address

Salutation

Greeting

Body of Letter

Complimentary Close

Sender's Name

Position

Signature

PROFESSIONAL SKILLS AND BEHAVIORS

COMMUNICATION & LISTENING SKILLS

GOAL-ORIENTATION

WILLINGNESS TO BE A TEAM PLAYER

MOTIVATION & ENERGY

ANALYTICAL SKILLS

DEDICATION & RELIABILITY

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PROFESSIONAL SKILLS AND BEHAVIORS

DETERMINATION

CONFIDENCE

PRIDE & INTEGRITY

EFFICIENCY

ECONOMY

ABILITY TO FOLLOW PROCEDURES



ASSESSING A JOB DESCRIPTION OR A JOB POSTING

JOB DESCRIPTION

Assess yourself

Assess your skills

Understanding what is
written on the Job
Description



REFERENCES

- https://www.youtube.com/watch?v=Et10P4sHbIA&ab_channel=ProfessorHeatherAustin
- <https://www.themuse.com/advice/how-to-write-a-cover-letter-31-tips-you-need-to-know>
- <https://www.monster.com/career-advice/article/the-cover-letter-basics-hot-jobs>
- <https://www.themuse.com/advice/how-to-write-a-letter-of-intent-for-a-job-example>
- <https://www.thebalancecareers.com/curriculum-vitae-format-2060351>
- <https://www.grammarly.com/blog/how-to-write-a-letter/>
- Ultimate CV: Over 100 winning CVs to help you get the Interview and the Job by Martin Yate
- The Rules of Work: A definitive code for personal success by Richard Templar
- HBR's 10 must reads on communication by Harvard Business Review
- Emotional Intelligence Confidence by Harvard Business Review
- What Color Is Your Parachute? Job-Hunter's Workbook, Sixth Edition: A Companion to the World's Most Popular and Bestselling Career Handbook by Richard Bolles and Katherine Brooks
- The Job Search Manifesto: Turning Job Search Frustration into a Career Long Skill by Steve Hernandez and Mike Manoske