

WEEK 7

JOB SEEKING SKILLS

OBJECTIVES

1. READING SAMPLES OF JOB APPLICATION LETTER @ COVER LETTER
2. WRITING A JOB APPLICATION LETTER @ COVER LETTER
3. READING SAMPLES OF RÉSUMÉ @ CV
4. WRITING A RESUME @ CV
5. COMMON HEADINGS FOR CV @ RÉSUMÉ
6. USING ACTION VERBS TO DESCRIBE JOB RESPONSIBILITIES
7. ONLINE: JOB APPLICATION LETTER PRACTICE

THE COVER LETTER

- Also known as job application letter
- Must attach together with your Curriculum Vitae (CV)
- WHAT is written to the prospective employer??
 - the position that you are seeking for
 - how qualified you are for the job

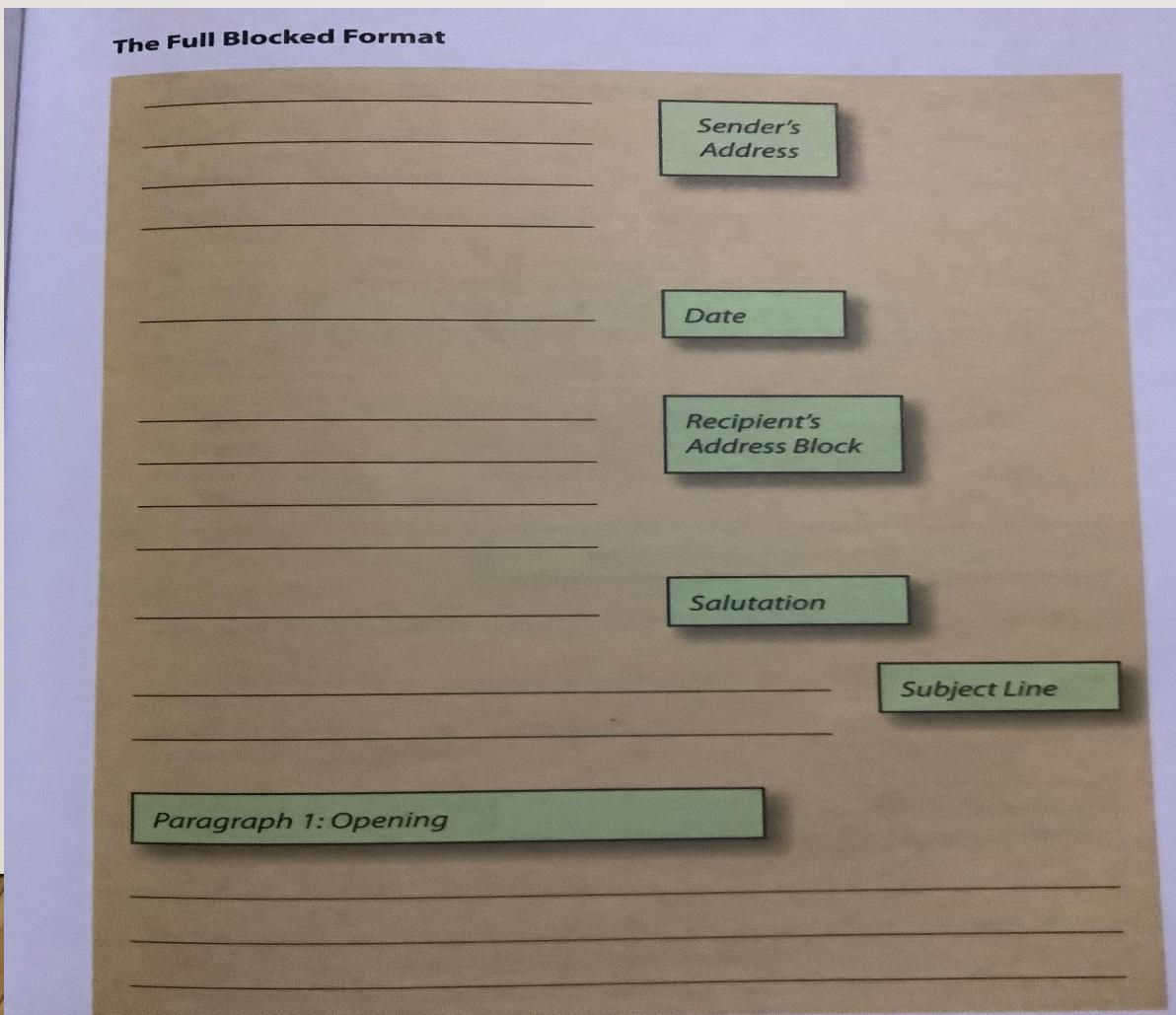
THE COVER LETTER

- WHY is it written?
 - it gives a brief introduction of who you are & the possibilities of how you could contribute to the company
 - First thing to do before telling other details → tell them the position that you are interested in
- CL directs the potential employer's attention to the position you're applying for & brief summary of your credentials & skills & relevant experience

HOW TO WRITE A COVER LETTER?

- There are many layouts of a cover letter
- This is a simple & straightforward layout that is applicable and acceptable in almost any business setting
- This format is known as a **FULL BLOCKED FORMAT**

COVER LETTER LAYOUT



Paragraph 2: Academic Qualifications

Paragraph 3: Skills and/or Past Employment History Qualifications

Paragraph 4: Reason(s) for Applying/Career Objectives

Paragraph 5: Request for Consideration

Paragraph 6: Closure

COVER LETTER FORMAT

a) Sender's Address

This is where you write your correspondence address in full. Include your house or apartment unit number, street name, area of residence, postcode and state. Avoid abbreviations in the street name or area of residence. Take a look at the examples below:

Advisable	Not Advisable
C-3-21 Rainbow Apartment Jalan 19/16 Taman Jaya Setapak 53000 Kuala Lumpur	C-3-21 Rainbow Apt. Jln 19/16 Tmn Jaya Setapak 53000 K.L.

b) Date

Again, the date should be written in full in the following format: Day Month Year

For example:

Advisable	Not Advisable
23 September 2016*	23 Sept. 2016 or 23 - 09 - 2016

*Note that we no longer include the suffixes -st, -nd, -rd, -th to the ordinal numbers *first*, *second*, *third* etc. in the dates under this format. This means that although we read the date as "Eighth of October", we do not write it as 8th October in the letter.

c) Recipient's Address Block

The recipient's address block should include the name (if applicable), position, department name, company's name and address. Take a look at the examples below:

Example A:

Mr Tan Kim Tai
Human Resource Manager
Axi Solutions Sdn Bhd
A1-1 Menara TCW Jalan Tun Razak 51000 Kuala Lumpur

Example B:

The Human Resource Manager
Axi Solutions Sdn Bhd
A1-1 Menara TCW Jalan Tun Razak 51000 Kuala Lumpur

Example C:

The Human Resource Department
Axi Solutions Sdn Bhd
A1-1 Menara TCW Jalan Tun Razak 51000 Kuala Lumpur

d) Salutation

Different salutations are used based on whether or not you know the recipient's name and/or position. From the examples above, the salutations can be written in this manner:

Example A:

Dear Mr Tan
or
Dear Mr Tan Kim Tai

Example B:

Dear Sir/Madam

Example C:

Dear Sirs

NOTE:

'Dear Sirs' is used when you are either sending it to multiple recipients or when you are not sure to whom the letter should be sent to.

e) Subject Line

The subject line should include the position you are applying for in full.
For example:

APPLICATION FOR THE POSITION OF TECHNICAL ASSISTANT

or

Application for the Position of Technical Assistant *

f) Complimentary Close

Note that the complimentary closes used would depend on the salutations used in the same letter as illustrated in the examples above. For example:

Example A:

Yours sincerely

Example B:

Yours faithfully

Example C:

Yours faithfully

g) Signature Block

The signature block includes your signature as well as your name in full. You may also write the title (Mr or Ms etc.) that you wish to be addressed in brackets after your name. This is especially useful for those who have names that are gender ambiguous, as shown in the example below:

Advisable

Chris

Chris Lee Xin Hong (Mr)

Not Advisable

Chris

Xin Hong

or

Chris

Mr Chris Lee Xin Hong

SAMPLES OF COVER LETTER

I am writing to apply for the position of technical assistant as advertised in the Mars Newspaper on 14 November 2017.

I have graduated with a Degree in Business Studies, majoring in Accounting from Pioneer University in 2016. In my year of graduation, I was the winner of the President's Award for outstanding academic excellence based on my C.G.P.A. of 3.9.

Upon graduation, I have worked in TRF Bank for one year as a junior accountant. During this time, I have assisted in providing accounting management support on the related software for our clients, as well as in handling equipment and software upgrades within the company. Having strong interpersonal skills as well as a good command in both English and Mandarin allowed me to communicate smoothly with my colleagues as well as with the clients I met.

I wish to contribute my skills to the benefit of the company by utilising the theoretical knowledge I learned from my university education, as well as the skills that I have acquired through the practical trainings that I have gone through not only in the university, but also in my past working experience.

Your kind consideration is deeply appreciated. I look forward to seeing you soon.

CURRICULUM VITAE VS RESUME

- What is the difference??
- Curriculum vitae (CV) is used in Britain: “(the) course of (my) life”- derived from Latin
- Resume is used in the USA: “a summary” – derived from French
- They are both the same thing!

LET'S READ SOME SAMPLES OF RESUME

- Refer to word document

WRITING A CV @ RESUME

- Summarise your credentials (eg: qualification, experiences & skills) in a correct format
- Types of CV @ resume:
 - Chronological CV
 - ➔ Qualifications & work experiences are listed in a sequence beginning with the most recent details and the rest going back in time
 - Functional CV
 - ➔ ONLY suitable & important details relevant to the job applied are listed

COMMON HEADINGS IN CV @ RESUME

- **Personal Details** → full name, address, mobile number, email address
- **Qualifications** → academic achievements (start with the most current qualification)
 - indicate your degree, area of specialisation, college & other achievements
- **Co-curricular activities** → consider including dates & locations
- **Work experience** → include any job experience you have had or currently working
 - use functional CV when you have many experiences & choose the most appropriate experience to be written
 - state specific tasks you accomplished & skills acquired
- **Skills** → may write this if you want to distinguish yourself from other candidates
 - eg: internship, language abilities, computer skills, interests
- **References** → include 2 or 3 references (name, contact details,)

CV LANGUAGE

Using action verbs to describe job responsibilities

- **Achieved** best employer awards in 2016
- **Increased** revenue by 80%
- **Mastered** French language within a year to communicate with branch company
- **Organised** an event for charity purposes

More samples of action verbs:

WORKING WITH PEOPLE	LEADERSHIP	DEALING WITH DATA
Administer	Direct	Analyse data
Counsel	Delegate	Audit record
Instruct	Initiate	Budgeting
Persuade	Motivate	Calculate /compute
Supervise	Negotiate agreements	Evaluate
KEY SKILLS	USING WORDS	USING HANDS
Implemented	Articulate well	Assemble things
Performed	Communicate verbally	Construct
Processed	Correspond with others	Dismantled
Scheduled	Justified	Fabricated
Served	Published	Operating tools, machines