

# Resume and Cover Letter



Week Three

# How to Get a Job



Week seven

# Steps the Employer Takes to Hire

- ✎ 1. deciding what duties and responsibilities go with the job and determining the qualifications the future employee should possess
- ✎ 2. advertising the job on the company website, in newspapers, and in professional publications
- ✎ 3. scanning, reading, and evaluating resumes and letters of application
- ✎ 4. having candidates complete application forms
- ✎ 5. requesting further proof of candidates' skills (letters of recommendations, transcripts, portfolios)
- ✎ 6. interviewing selected candidates
- ✎ 7. offering the job to the best-qualified individual

# Steps to Follow to Get Hired

- ✎ 1. analyzing your strengths and restricting your job search
- ✎ 2. looking in the right places for a job
- ✎ 3. preparing a dossier
- ✎ 4. preparing a resume
- ✎ 5. writing a letter of application
- ✎ 6. filling out a job application
- ✎ 7. going to an interview

# Preparing a Dossier

- ✎ Your dossier, French for “bundle of documents,” is your personal file stored.
- ✎ Letters of recommendation
- ✎ Letters that awarded you a scholarship, praised your work on the job, or honored you for community service
- ✎ Your resume, including job experiences
- ✎ Your academic transcript(s)

# Individuals You Should Ask for Letters of Recommendation

- ✧ A previous employer (even for a summer job)
- ✧ Two or three of your professors who know and like your work, have graded your papers, or have supervised you in fieldwork or laboratory activities
- ✧ Superiors who evaluated your work in the military
- ✧ Community leaders or officials with whom you have worked on civic projects

# Resume & Cover Letter



How to get a job!

# Examples of Resume

- ✎ Resume from a student with little job experience
- ✎ Resume from a student with some job experience
- ✎ Resume from an individual with ten years' job experience
- ✎ Resume organized by skill areas
- ✎ Resume organized by function or skill areas
- ✎ Functional resume by a candidate who has held a variety of jobs



# Preparing a Resume

## ∞ What is Resume?

- A factual and concise summary of your qualifications
- A record of results showing a prospective employer that you have what it takes to do the job you are applying for

# Know what your employers want to see

- ✧ Honesty
- ✧ Attractiveness
- ✧ Careful organization
- ✧ Conciseness
- ✧ Accuracy
- ✧ Currency
- ✧ Relevancy
- ✧ Be truthful
- ✧ Pleasing to the eye
- ✧ Easy-to-follow, logical, & Consistent
- ✧ Keep it to one page
- ✧ Communicate effectively
- ✧ Up-to-date & documented
- ✧ Appropriate for the job level

# The Process of Writing Your Resume:

## Ask the following questions

- ✎ 1. What did you excel in?
  - Problem solver
  - People person
  - Computer programmer
  - Web designer
  - Money manager
  - Information analyst
  - Regardless of the job, keep in mind that all companies and other organizations place a premium on an employee who can excel in one or more of the above roles!

# The Process of Writing Your Resume

- ✎ 2. What skills have you mastered?
  - Computer
  - Languages
  - Software knowledge
  - Navigating and developing Internet resources
  - Knowledge of e-commerce
  - E-journaling
  - Ability to design a web

# The Process of Writing Your Resume

- ✎ 3. What jobs have you had?
  - For how long and where
  - Your primary duties

# The Process of Writing Your Resume

- ✎ 4. Can you organize complicated tasks or identify and solve problems quickly?
- ✎ 5. Have you had experiences/ responsibilities managing money-preparing payrolls, conducting nightly audits at a store, advising clients about portfolios and retirement accounts?
- ✎ 6. Have you won any awards or scholarships or received a raise, bonus, commendation, and/or promotion at work?

# Parts of a Resume

- ✎ Contact Information
- ✎ Career Objective
- ✎ Education
- ✎ Experience
- ✎ Related Skills and Achievements
- ✎ Computer Skills
- ✎ Honors/Awards

# Organizing Your Resume

- ∞ Chronologically
- ∞ By Function or Skill Area



# Letters of Application



Cover letter

# General Guidelines

- 1. Follow the standard conventions of letter writing.
- 2. Make sure your letter looks attractive.
- 3. Send your letter to a specific person.
- 4. Don't forget the "your attitude."
- 5. Don't be tempted to send out your first draft.

# How to prepare your letter

- 1. Opening
- 2. Body
- 3. Closing

# Your Opening Paragraph

- ✎ Introduction
- ✎ Why are you writing?
- ✎ Where or how did you learn of the vacancy or the company or the job?
- ✎ What is your most important qualification for the job?

# Your Opening Paragraph

- ✎ Why are you writing?
- ✎ Begin your letter by stating directly that you are writing to apply for a job.
- ✎ Specifically mention the job.
- ✎ Avoid an unconventional or arrogant opening:
- ✎ “Are you looking for a dynamic, young, and talented accountant?”
- ✎ Do not begin with a question; be more positive and professional.

# Your Opening Paragraph

- ∞ Where or how did you learn of the vacancy or the company or the job?
- ∞ If you learned about the job through a newspaper or journal, make sure you italicize or underscore the title.
- ∞ “I am applying for the events coordinator position you advertised in the May 10 edition of the *Los Angeles Times* online.”

# Your Opening Paragraph

- ⌘ What is your most important qualification for the job?
- ⌘ Write the best qualification you have for the job.
- ⌘ “Early next month, I will receive an A.S degree in commercial graphics illustration from Santa Rosa Junior College.”

# The Body of Your Letter

- ✧ Comprising one or two paragraphs:
  - provides the evidence based on information from your resume to prove you are qualified for the job
- ✧ Guidelines for the body:
- ✧ 1. Keep your paragraphs short and readable—four or five sentences.
- ✧ 2. Don't begin each sentence with "I."
- ✧ 3. Concentrate on seeing yourself as your employer sees you.
- ✧ 4. Highlight your qualifications by citing specific accomplishments.
- ✧ 5. Mention you are enclosing your resume.



# Closing

- ✎ Keep your closing paragraph short—about two or three sentences—but be sure it fulfills the following three important functions:
  - ✎ 1. *emphasizes once again your major qualifications*
  - ✎ 2. *asks for an interview or a phone call*
  - ✎ 3. *indicates when you are available for an interview*
- ✎ End gracefully and professionally.
- ✎ Be straightforward.
- ✎ Say that you would appreciate talking with the employer further to discuss your qualifications.

# Closing: How *not* to close your letter

Pushy

✂ I would like to set up an interview with you. Please phone me to arrange a convenient time.

Too  
Informal

✂ I do not live far from your office. Let's meet for coffee sometime next week.

New  
Subject

✂ I would like to discuss other qualifications you have in mind for the job.

- ✎ A follow-up letter
- ✎ Letter accepting a job
- ✎ Letter refusing a job
- ✎ Revision Checklist
- ✎ Exercises