



## What Is This Module About?

All of us need to work, not only for money but also for our own fulfillment. While some can afford or prefer to have businesses of their own, the majority will need to work for companies or for individuals.

Are you unemployed? Are you employed but would like to transfer to another job? Then you will find this module helpful. Even if you are not yet planning to work, chances are sooner or later you will have to find a job.

Looking for a job will be easier if you are prepared. You can only be prepared if you know what to do. In this module, you will learn the simple steps in looking and applying for a job, including going through an interview with your prospective employer.

There are three lessons in the module:

Lesson 1 – *What Can I Do and What Should I Be?*

Lesson 2 – *What Are the Things Needed in Applying for and Getting a Job?*

Lesson 3 – *The Interview*



## What Will You Learn From This Module?

After studying this module, you should be able to:

- ◆ identify what your skills are;
- ◆ identify your career options based on your skills;
- ◆ identify the characteristics of good employees;
- ◆ identify the things needed in finding and applying for a job;
- ◆ prepare the things you will need in applying for a job;
- ◆ prepare for an interview; and
- ◆ communicate your skills and assets to your employer during the interview.



## Let's See What You Already Know

Let us see how much you know about the topic before we start.

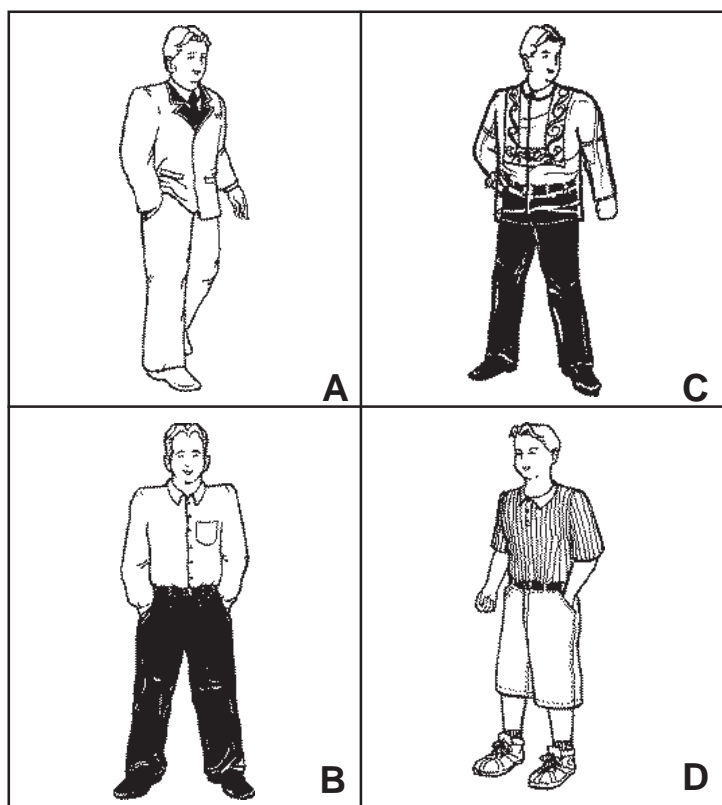
A. In the blank spaces, write **T** if the statement is true and **F** if it is false.

- \_\_\_\_\_ 1. You need not consider your skills when finding a job.
- \_\_\_\_\_ 2. An ideal employee prefers to work alone than with others.
- \_\_\_\_\_ 3. In applying for a job, you need to bring a bio-data or resumé and an application form.
- \_\_\_\_\_ 4. If the interviewer asks about your weak points or weaknesses, that means they do not want to accept you.
- \_\_\_\_\_ 5. The application letter is a repetition of what you have written in your resumé.

B. Encircle the letter of the best answer.

- 1. Jose likes dealing with numbers. He can work as a \_\_\_\_\_.
  - a. cook
  - b. barber
  - c. bus conductor
  - d. mechanic
- 2. In applying for a job, your first step should be to \_\_\_\_\_.
  - a. look over job advertisements
  - b. go for an interview
  - c. prepare your bio-data
  - d. send a bio-data
- 3. Which of the following describes an ideal employee?
  - a. Vanessa makes sure that she finishes as much work as she can in a day. Anyway, her boss will check if there are any mistakes in her work.
  - b. Neil makes sure that he is available whenever the boss needs him.
  - c. Richard does other people's jobs even if they are not assigned to him.
  - d. Norman tries to stay away from the other workers because he works best when he is alone.
- 4. Going to work on time is a sign that you \_\_\_\_\_.
  - a. are responsible
  - b. have initiative
  - c. are flexible
  - d. are self-reliant

5. Joey is applying as a bartender in a well-known restaurant. Which do you think is the most appropriate attire for him?



Check your answers against those in the *Answer Key* on page 38.

Are your answers correct? If not, it's alright. This module will help you better understand the topic. At the end of the module, you will take a similar test. You should get all the answers right by then.



## Let's Try This

Before you start studying this module, answer the questions below. This will give you an idea of how useful the information given in this module will be for you.

Put a check (✓) in the boxes before the items that describe your present situation.

- ☐ 1. I do not have a job right now.
- ☐ 2. I have a job, but I want to look for a better one.
- ☐ 3. I know my skills and I know what job I want.
- ☐ 4. I wrote an application letter, but it seems that it was disregarded.
- ☐ 5. I can fill out a bio-data form accurately.
- ☐ 6. I know how to properly present myself in an interview.
- ☐ 7. I plan and manage my time so that I am able to work faster and more efficiently.

- ☐ 8. I know how to choose the things that need immediate attention.
- ☐ 9. I often look for job openings in the classified ads section of newspapers.
- ☐ 10. I know what to do with my skills to be a more productive worker.

If you checked items 1, 2 and 4 and did not check at least five of the remaining items, then read on. This module will be very helpful to you. Even if you think you already have a good chance of getting a job, read on just the same because some information might be useful to you.

Turn the page for the first lesson.

## What Can I Do and What Should I Be?

Before you start looking for a job, you need to find out what job will be right for you. To do this you have to analyze your skills. Remember that in the “real world” what you know and what you can do count a lot. You should choose the job that you like and the job you are good at. This lesson will help you decide what job would be perfect for you.

Once you have decided what job you want, you must resolve to be the very best in this job. In this lesson, you will learn about the characteristics of ideal employees.

After studying this lesson, you should be able to:

- ◆ identify what your skills are;
- ◆ identify the right job for you based on these skills; and
- ◆ identify the characteristics of good employees.



### Let's Try This

- A. Briefly close your eyes. Think about these questions and try to answer them:  
*What are the things that I want to do? What are my skills? What kind of job would fit me? What are my characteristics as a worker?*

You may already have clear answers to these questions. Or you may still not know for sure what you want to be and do. The following activity will help you make a better self-assessment.

- B. Encircle the number of the statement that describes you best. Remember that you have to be honest to get an accurate assessment of yourself.

Do you...

1. like mixing colors, like to draw and doodle, have a lively imagination, like taking photographs or videos, think fast, have a clear eyesight, have an eye for detail especially when it comes to design?
2. like doing things that require motor skills like driving, planting, fishing, carrying objects, dancing, or athletic activities?
3. like meeting people or interacting with children, think you are patient?
4. like listening to music, playing musical instruments, composing songs and singing?

5. like dealing with numbers, like computers, can calculate easily, can easily follow directions about different places?
6. like writing poems or stories, solving crossword puzzles, telling jokes, puzzles, riddles?
7. like repairing appliances in the house, know electronics and have an eye for detail?

Look at the number that you chose and then see what job may best match your interests and skills.

If you chose:

- 1 - You can be a good painter, tailor, carver, furniture maker, decorator, sculptor, photographer and the like. These are the kinds of jobs that require creativity and artistic talent.
- 2 - You can be a good dancer, athlete, carpenter, factory worker, janitor, porter, market vendor, farmer or fisherman. These are jobs that require strength and perseverance.
- 3 - You may be good in public relations. You can be a customer service attendant, salesperson, house helper, counselor and the like. These are the jobs that require interaction with different people.
- 4 - You can be a good singer, composer, band member and the like. These are the jobs that require knowledge in music.
- 5 - You can be a good cashier, bus conductor, driver or collector. These are the jobs that require quick calculating skills.
- 6 - You can be a good short story writer, translator and the like. These are the jobs that require writing and language skills.
- 7 - You can be a good electrician, technician, repairman and the like. These are the jobs that require knowledge and interest in electronics and technology.

So, have you chosen the job that would suit you best? It is possible that some of your characteristics were not mentioned in our list. Write them down, starting with your strengths.

Whatever your strengths are, they can be useful in a number of jobs. These strengths can help you succeed in whatever you want to be or do. The next activity will help you better understand your strengths.



## Let's Try This

Let us see how well you have assessed yourself. Complete the sentences below.

I want to work as a/an \_\_\_\_\_ because I know how  
to \_\_\_\_\_  
\_\_\_\_\_.

Remember what you have written. This is going to be your basis in applying for a job.

Look at what I have written about myself.

*I want to be a carpenter because I know how to make and repair furniture. I also like working with tools to create things. Furthermore, I worked in a construction project for two years and I am skilled at woodworking.*

*Because of all these things, I feel that being a capenter will be an ideal job. I even have the experience to go with my skills. This will be an advantage for me when I apply for a job.*

Now you have a better idea of what you want to do and what kind of work you want. But it does not end there. Remember that in every job it is important to have the right attitude.

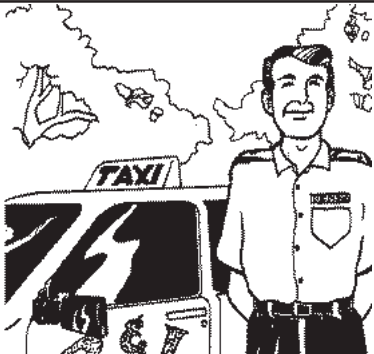



## Let's Study And Analyze

I am sure you have heard stories of taxi drivers returning things that were left by their passengers and then being rewarded for their honesty. But do they have to be in that kind of situation to be model employees?

Find out what makes good employees.

### The Model Employee

<p>Emilio Perez is an R and L taxi driver. As a taxi driver, he makes it a point to serve his passengers well.</p>	<p>Every morning, he drops by the car wash to make sure that his taxi cab is clean inside out.</p>
	

<p>He also makes sure that he looks presentable. He always wears his uniform—a white polo shirt, black slacks and of course his black shoes.</p>	<p>Unlike some taxi drivers, he makes sure that his meter is accurate.</p>
	
<p>He never asks for tips from his passengers. Most of his passengers, however, do give him tips because he is courteous.</p>	<p>This is Emilio Perez, a model employee.</p>
	



## Let's Review

Answer the following questions.

1. What good characteristics of an employee does Emilio demonstrate?

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2. Emilio wants to be a good taxi driver so he spends for his shoes, the everyday trip to the car shop, and perhaps for other car accessories. Given the current economic situation, don't you think Emilio is being impractical by doing these things and being honest? Explain.

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3. What is Emilio's contribution to his taxi company's image?

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Check your answers against those in the *Answer Key* on page 39.

Did you get all the answers right? Read on to better understand what the story of Emilio is trying to tell you.

Emilio needed no special situation to prove his worth as an employee. Just by doing his very best in his job, he has proven that he is a good employee.

Compare Emilio's work attitude to that of other taxi drivers. Do you think there are many Emilios?



## Let's Try This

What do you think are the characteristics that make good employees?

Write five characteristics that you can think of:

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Now, compare your list with mine.

### *Characteristics of Good Employees*

1. They produce quality work.

This means that...

- ◆ Their work is completed on time
- ◆ Their work is free of errors
- ◆ Their work is organized such that it is easy for the supervisor to check it
- ◆ Their work is creatively done
- ◆ They seize every opportunity to improve their work

2. They are productive.

This means that...

- ◆ They produce much quality work in little time
- ◆ They use their time efficiently (do not take unnecessary breaks)

3. They are dependable.

This means that...

- ◆ They meet deadlines even if they have to change their personal plans
- ◆ Their work is accomplished within the given time frame
- ◆ They are rarely absent or late

4. They are team-oriented.

This means that...

- ◆ They offer to help others often
- ◆ They ask help from others when in need
- ◆ They can solve conflicts and problems
- ◆ They interact well with co-workers

5. They have initiative and are self-reliant.

This means that...

- ◆ They expect possible difficulties and are able to prepare for them
- ◆ They are able to take action under minimum supervision
- ◆ They seek out new and better ways of accomplishing tasks



## Let's Review

Identify what good quality of an employee is shown in each of the following situations.

Write the letter that corresponds to your answer.

- Q – produces quality work
- P – is productive
- T – is team-oriented
- D – is dependable
- I – has initiative and self-reliance

- \_\_\_ 1. Carina always thinks of how her decisions will affect the other members of her team.
- \_\_\_ 2. Gina always makes an effort to put people at ease.
- \_\_\_ 3. Even if his boss does not tell him to, Johnson makes sure that he cleans the work area in the car shop before he leaves.
- \_\_\_ 4. His boss can always trust Roy to finish the job on time.
- \_\_\_ 5. Henry always makes sure that his work is of excellent quality.

Check your answers against those in the *Answer Key* on page 39.

Did you get everything right? I hope so. In a job, the right attitude counts and reflects in your work. Do you want to be a model employee? I am sure you do. The next activity will surely get your mind focused on how to be a model employee.



## Let's Try This

- A. Earlier we discussed the kind of career you should pursue based on your skills. Think of the job that you want. On a piece of paper, write a “resolution” about the work attitudes that you will have once you are in that job.

Start your paragraph with:

As a model employee, I will be _____
_____
_____
_____
_____
_____
_____
_____

If you need guidance in writing your resolution, look at the sample resolution in the *Answer Key* on page 39.

Set your mind on your resolution and I am sure you can do it!

- B. Close your eyes and imagine yourself doing the job that you want. Think of yourself being a good employee based on what we have discussed about what a good employee should be.

The fact that you want to have a job means that you want to improve your life. And your making a move to get a job means that you have initiative. So, let's move on to the application process. What will you need? Find out in Lesson 2.



## Let's Remember

Before you proceed to Lesson 2, do not forget the highlights of this lesson.

- ◆ You should find out what your best skills are and use these as bases for finding the most appropriate job for you.
- ◆ Good employees...
  - a. Produce quality work
  - b. Are productive
  - c. Are dependable
  - d. Are team-oriented
  - e. Have initiative and are self-reliant

# What Are the Things Needed in Applying For and Getting a Job?

In Lesson 1, you analyzed your skills and determined the most appropriate job for you. Now, let us use that information. In this lesson, you will learn how to prepare for a job application.

After you have finished this lesson, you should be able to:

- ♦ find job openings; and
- ♦ prepare the documents you will need in applying for a job.



## Let's Read

### WANTED: A Job

In this lesson, you will read about a problem that you may also encounter. This is the story of Joshua Fernandez.

At the age of 24, Joshua is already a father. He got married early. He has a wife and a five-year-old child to support.

He used to work as a salesclerk in a clothes shop but he was laid off. He needs to find a job as soon as possible. Now Joshua is asking: "How can I find a job?"

You may be in the same situation as Joshua. What do you think should he do?



## Let's Review

What are some of the steps you should take to get a job?

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Compare your answers with those in the *Answer Key* on page 39.

Are they similar? If yes, very good. If not, then read on.

Join Joshua in his search for a job.



## Let's Read

### STEP 1: LOOK FOR A JOB OPENING.

Before you even start applying you need to determine *where* you are going to apply. You will find various announcements posted in establishments or sometimes even on electric posts.

Look at these announcements.

**WANTED**  
**Hollow Block Maker**

*Apply at:*  
Rudy's Hollow Blocks  
1230 Gagalangin, Tondo, Manila

**WANTED**  
**Store Clerk**

*Apply at:*  
Cely's Supermarket  
1210 Highway Lipa, Batangas

You can also find advertisements in the classified ads section of newspapers. This is where various job openings as well as items for sale or rent are advertised. You will see here different positions that companies want filled.

Look at the examples of *classified ads* below.

**LEAP JEANS COMPANY**

**We are looking for SALESPERSONS**

*Qualifications:*

*Male or Female*

*Between 22-25 years old*

*Has a pleasing personality*

*At least a high school graduate*

*If you think you are qualified, send your bio-data on or before  
November 3, 2001 to:*

*354 Avenida St., Cubao, Quezon City*

*c/o Lyn Corpuz, Administrative Officer*

**SUPERMALL**

We are looking for:

**BAGGERS**

*Qualifications:*

*Male*

*Between 25-35 years old*

*At least a high school graduate*

*With previous experience in a related job*

*Apply at:*

*1445 Granada St., Salcedo Village, Makati City*



## Let's Review

- A. Refer to the classified ads in the previous page. Which of the two ads fits Joshua better? Why? Write your answers in the blanks below.

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- B. Based on your answer in A, answer the following questions. Write your answers in the blanks.

1. What is the company looking for?

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2. What are the skills that the company wants the prospective employee to have?

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3. Where should an interested applicant go?

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4. Whom should the interested applicant look for?

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Check your answers against those in the *Answer Key* on pages 39–40.

Did you get the answers right? If not, I'm sure you have realized why, through the explanations provided in the *Answer Key*.

It is important to carefully choose the ads that you will respond to. It is likewise important that you read the entire ad and analyze the information. There is nothing worse than responding to an ad that you did not understand. Make sure you have the qualities and skills needed for the job described.

Now, we already know which of the two advertisements Joshua will choose.

What should you do if you find an announcement that is applicable to you?



## Let's Try This

What will you do when you find an ad which you think fits your interests, skills and work experience? Put a check mark (✓) in the box before your choice.

- ☐ 1. Ignore it and respond to it later.
- ☐ 2. Apply immediately.
- ☐ 3. Think about what you will need and then prepare.

Let us check your answers. If you placed a check mark in the first box, then you are missing what could be a great opportunity. Remember that a lot of people are looking for a job, so you have to act immediately.

If you chose the second option, you may be right in your decision to go for it. However, you have to be prepared.

The third one is actually the best move. You may want to ask the company or your prospective employer for more information about their desired qualifications and other requirements. The next task is to prepare the requirements.

Going back to Joshua, do you think he is ready to go to the company? What about you? Do you think you are ready now to apply for a job?

Let's find out.



## Let's Read

### ***STEP 2: PREPARE YOUR RESUMÉ OR BIO-DATA.***

Employers may ask you to apply in person, which means that you have to bring the necessary requirements with you when you go to the company. Most employers, however, prefer that you send your bio-data or resumé first for them to evaluate. They will then call you for an interview if they think you are qualified.

### ***Common Requirements***

Whether you will apply in person or by mail, these are the requirements that the prospective employer is likely to ask from you.

1. **Bio-data or resumé.** The resumé and the bio-data are alike in the information that they contain. They only differ in terms of presentation. The resumé is more personalized since you can put in the information you want in whatever style you prefer. An example is given in the Appendix on page 41. Meanwhile, the bio-data has a more definite structure compared to the resumé. There are ready-made bio-data forms that you can buy from stores.

2. **NFE A&E Certificate and exam results notice.** The NFE A&E Certificate is similar to the diploma, while the exam results notice is similar to the transcript of records that you get if you go to a formal school. This is the document that indicates how you performed in each of the learning areas covered in the NFE A&E Test.
3. **NBI Clearance.** You can get one from the National Bureau of Investigation Office. This is to make sure that you have no criminal record.

Attached to this module is a sample resumé. You may want to refer to it if you need to submit a resumé of your own. For now, let's get ready with a bio-data. This is important as most employers may also ask you to fill out an application form. The application form is very similar to the bio-data.

### ***Filling out a bio-data***

The bio-data or resumé basically contains four parts:

1. personal data (name, address, telephone number, etc);
2. educational attainment;
3. employment record; and
4. character references.

Let us discuss each of these sections.

The **personal data** section gives your personal background, like age, place and date of birth, civil status, religion, etc. This will give the employer your profile.

The **educational background** portion gives your educational attainment and other trainings attended. This will give the employer an overview of what you can more or less do, given your education and training.

The **employment record** lists the other jobs that you have had and how long you have stayed in these jobs. Sometimes you are also asked why you left your previous job. This may give the employer an idea on how well you can do the job. It is always better that you have experience that is related to the position that you are applying for.

The **character references** section lists people whom know you and who can give the employer an idea of what kind of person you are. Normally, employers contact these people and ask about you, so it is necessary that you inform people beforehand that you will use them as references. Make sure that they can attest to your good qualities.

Let's prepare Joshua's bio-data.



## BIO-DATA

### PERSONAL DATA

1. Name: Joshua Fernandez  
2. Position Desired: Salesperson  
3. City Address: Blk. 2 Lot 21, Cielito Homes, Novaliches, Caloocan City  
4. Provincial Address: Sabang, San Jose, Batangas  
5. Date of Birth: May 19, 1976 Place: Quezon City  
6. Civil Status: Married Citizenship: Filipino  
7. Height: 5' 1" Weight: 150 lbs.  
8. Religion: Catholic Sex: Male  
9. Name of Husband / Wife: Marita Fernandez  
His/Her Occupation: Sales Clerk Address: Blk. 2 Lot 21, Cielito Homes, Novaliches, Caloocan City  
Name & Date of Birth of Children:  
Mark Anthony Fernandez June 3, 1995  
10. Father's Name: Mario Fernandez Occupation: Police Officer  
Mother's Name: Catalina Santos Occupation: House wife  
11. Their Address: Blk. 5 Lot 6, Cielito Homes Novaliches, Caloocan City  
12. Languages or Dialects You Can Speak or Write: English & Filipino  
13. Person to Be Contacted in Case of Emergency: Marita Fernandez  
His/Her Address: Blk. 2 Lot 21, Cielito Homes, Novaliches, Caloocan City

### EDUCATIONAL BACKGROUND:

Elementary School: St. Claire Elem. Sch. Date Graduated: 1988  
High School: NFE A & E passer Date Graduated: 1999  
Vocational: Not Applicable Date Graduated: NA  
College: Not Applicable Date Graduated: NA  
Course: Not Applicable  
Special Skills: Communicating with people

### EMPLOYMENT RECORD: (from present work backward)

From	To	Position	Company
April 1999	April 2000	Sales Clerk	Giorbench Inc.

### CHARACTER REFERENCES: (not related to you)

Name	Address
Mr. Fernando Posadas	Homeworld Inc, 5th Ave., Q.C.
Atty. Milagros Laguya	Laguya and Associates, 13th Ave. Caloocan City
Mr. Residio Perez	Blk. 6 Lot 2, Cielito Homes, Novaliches, Calookan City.

Res. Cert A. 1234 Issued at Q.C. on Jan. 15, 2000  
SSS NO. 34-0056 TIN NO. 123456

  
Signature of Applicant  
Date: 01/15/00

It is always better to type the entries in your bio-data. If this is not possible, write in print and make sure that your handwriting is clear and readable. Also avoid erasures.

Even if you have submitted your bio-data or resumé, some employers may still ask you to fill out an application form. Employers often have these application forms ready for applicants. This is because there may be some more information they want to know about you. Although the application form has some differences from the bio-data, the contents of the two are essentially the same. In filling out the bio-data or application form, you should avoid leaving any blank spaces. Answer all the questions and items that are applicable to you.

If some of the items are not applicable to you, just write “NOT APPLICABLE” or “NA” For example, if you are single, the portions asking for the number of children or the name of your spouse will not be applicable to you. Notice that in Joshua’s bio-data, he wrote “NOT APPLICABLE” when asked about his college and vocational education.

Be honest in filling out your bio-data. Do not indicate a job experience which you did not have. Once an employer finds out or even suspects that you are not being truthful, you may lose your chance of getting the job.



## Let's Review

Make your own bio-data. Fill out the form below.

BIO-DATA			
<b>PERSONAL DATA</b>			
1. Name: _____			
2. Position Desired: _____			
3. City Address: _____			
4. Provincial Address: _____			
5. Date and Place of Birth: _____			
6. Civil Status: _____		Citizenship: _____	
7. Height: _____		Weight: _____	
8. Religion: _____		Sex: _____	
9. Name of Husband / Wife: _____			
His/Her Occupation: _____		Address: _____	
Children's Names & Dates of Birth: _____			
_____			
_____			
10. Father's Name: _____		Occupation: _____	
Mother's Name: _____		Occupation: _____	
11. Their Address: _____			
12. Languages or Dialects You Can Speak or Write: _____			
13. Person to Be Contacted in Case of Emergency: _____			
His/Her Address: _____			
<b>EDUCATIONAL BACKGROUND:</b>			
Elementary School: _____		Date Graduated: _____	
High School: _____		Date Graduated: _____	
Vocational: _____		Date Graduated: _____	
College: _____		Date Graduated: _____	
Course: _____			
Special Skills: _____			
<b>Employment Record: (from present work backward)</b>			
From	To	Position	Company
_____	_____	_____	_____
_____	_____	_____	_____
<b>Character References: (not related to you)</b>			
Name		Address	
_____		_____	
_____		_____	
Res. Cert A. _____ Issued at _____ on _____			
SSS NO. _____		TIN No. _____	
Signature of Applicant _____			
Date: _____			

Did you fill out the bio-data correctly? Did you fill out all the items? Did you write “not applicable” for the items which you cannot answer because they do not apply to you?

Consult your Instructional Manager or Facilitator, friend or family member. Show your bio-data and have them check if you filled it out correctly.



## **Let's Think About This**

After preparing your bio-data, do you think you are ready to give it to your prospective employer?



## **Let's Read**

Well, you are not quite ready yet, even if you have prepared your bio-data. You still need an application letter or cover letter to go with it.

### ***Step 3: PREPARE AN APPLICATION LETTER.***

Writing an application letter is necessary when applying for a job. Here, you introduce yourself to the company or individual you are applying at. You may give the application letter in person or through mail together with your bio-data or resumé. This will give the employer the chance to look at your credentials.

Writing an application letter requires careful planning and organizing. Your letter would be the employer's first basis on whether to get you or not. Many employers also look at the application letter as an example of your communication skills, so take the time to do it right. Your letter should catch the attention of the employer.



## Let's Try This

Read the letter below.

- A. September 19, 2000
- B. MRS. LYDIAMARASIGAN  
*Owner*  
Banatan Sports Wear  
Tondo, Manila
- C. Dear Mrs. Marasigan,
- D. Hello! I am writing you this letter to express my desire to apply for a job. I know that you have a vacancy and I am very much willing to work. I also expect to receive a compensation equivalent to my skills. I am an honest tailor and you can trust me.
- E. I will be glad to show what I can do for your factory.
- F. Lovingly yours,
- G. Pepito Santos  
*Tailor*

Did you notice anything wrong with the letter? Look for these flaws and write them down in the spaces below.

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Now look at the application letter of Mr. Julio Diaz on the next page. Compare the first letter with it.

- A. September 25, 2000
- B. MR. ROMEO LEGASPI  
*Owner*  
Legaspi Welding Shop  
Las Piñas City
- C. Mr. Legaspi,
- D. I am Julio Diaz. I am 34 years old and I live at San Dionisio, Parañaque. I am writing this letter in response to your announcement. I understand that you are looking for a welder. I have worked as a mechanic and welder with Zencar Corporation for more than two years.
- Given this experience, I am confident that I can do the tasks that you will assign to me. I also have skills in repairing vehicle radiators.
- Attached is my bio-data. I will be happy to see you to talk about my application. You can reach me through telephone number 834-9876.
- E. Thank you very much. I will be grateful for any attention you can give this letter.
- F. Very truly yours,
- G. Julio Diaz

Which do you think is the better letter? Read on to find out.



## Let's Study and Analyze

Mr. Santos may be sincere in his desire to get a job at the factory of Mrs. Lydia Marasigan. However, this is not clearly stated in his letter. Read and compare each part of the two letters.

- ◆ Parts A and B contain the date, address and name of the employer. The date should be accurate. The name of the employer and/or the company, position and address should likewise be accurate. Both application letters indicate this information correctly.
- ◆ Part C contains the salutation. Mr. Santos' greeting is informal. Rather than using "Dear," it would be more appropriate and formal to use "Sir," "Ma'am," "Mr." or "Ms."
- ◆ Part D contains the body of the application letter. Here, you should indicate your skills and qualifications that make you fit for the job. Mr. Santos was not able to clearly state his qualifications in his letter. It was also not right for him to use "Hello," because it sounds too informal.

Your letter should clearly state your skills as a worker. Be respectful and sincere. Avoid mentioning anything about the salary unless it is requested by the employer. This can be discussed during the interview.

- ◆ Part E is the closing. Your letter should end on a positive note, just like Mr. Diaz' letter. He clearly expressed his desire to get the job.
- ◆ Part F is the complimentary close. You should remain formal in your complimentary close. Mr. Santos' "Lovingly yours" is informal and improper.
- ◆ Part G contains your name and signature. There was no need for Mr. Santos to indicate that he was a "tailor." Your position in your old or current job should be mentioned in the body of the letter.



## Let's Try This

Joshua will need an application letter to go with his bio-data. Pretend that you are Joshua. Write an application letter based on the ad.

### LEAP JEANS COMPANY

#### We are looking for SALESPERSONS

*Qualifications:*

*Male or female*

*Between 22-25 years old*

*Has a pleasing personality*

*At least a high school graduate*

*If you think you are qualified, send your bio-data on or before*

*November 3, 2000 to:*

*354 Avenida St., Cubao, Quezon City*

*c/o Lyn Corpuz, Administrative Officer*

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Do you think you made a good application letter for Joshua? Do you think the employer will pay attention to your letter?

The application letter that you wrote for Joshua should look something like this:

September 5, 2000

MS. LYN CORPUS  
*Administrative Officer*  
Leap Jeans Company  
Quezon City

Ms. Corpus:

I am Joshua Fernandez and I am writing this letter in response to your advertisement. I understand that you are looking for a salesperson.

I have worked as a salesclerk with a clothing company for one year. I was in charge of assisting clients as well as recording sales for the day. Given these skills, and the fact that I have worked with a similar company, I am confident that I can effectively do the tasks of a salesperson.

Attached to this letter is my bio-data. I will be happy to see you to talk about my application. I can be reached through my home number: 983-0973.

Thank you very much.

Very truly yours,

Joshua Fernandez



## Let's Review

Study Joshua's paragraphs in the letter above. What are contained in each paragraph?

Paragraph 1

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### Paragraph 2

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### Paragraph 3

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Let's see if you have analyzed the letter well. Read on to find out.



## Let's Read

Joshua's application letter is an example of an effective cover letter. An effective cover letter should accomplish three things. It should:

1. **Introduce you and tell your reason for writing.** This is what is contained in the first paragraph of Joshua's letter.
2. **Sell your skills and experience.** Notice that in the second paragraph of Joshua's letter, he indicated his work experience. He also wrote how his work experience can help the employer.
3. **Have an effective closing.** At the end of the letter, notice that Joshua mentioned how he can be reached (telephone number). He also expressed his desire to meet the employer for an interview.

Now, Joshua is ready with his bio-data and application letter. You also know how to fill out the bio-data and the things needed in applying. What is the next step? Find out in Lesson 3.



## Let's Remember

Before you proceed to the next lesson, do not forget the highlights of this lesson.

- ◆ In applying for a job, you need to:
  1. Look for a job opening in:
    - a. The classified ads
    - b. Posted announcements

2. Prepare the necessary requirements, such as the;
    - a. Bio-data or resumé
    - b. NFE A&E Certificate and exam results
    - c. NBI Clearance
  3. Prepare an application letter.
- ◆ The application letter should accomplish three things. It should
    1. Introduce you and your reason for writing
    2. Sell your skills and experience
    3. Give an effective closing
  - ◆ The bio-data contains four parts:
    1. Personal data
    2. Educational attainment
    3. Employment record
    4. Character references

## The Interview

In Lesson 2, you prepared the requirements in applying for a job. After you have fulfilled these requirements, the job interview will come next.

The job interview is the most critical part of the application process. This is a face-to-face encounter with your future employer and therefore making a good impression is important. This is the part where the employer makes sure that what you have written in your resumé or bio-data is true. If for example, you said that you are good in communicating with people, then this is your chance to prove it.

After studying this module, you should be able to :

- ◆ prepare for an interview; and
- ◆ communicate your skills and good qualities to your employer during the interview.



### Let's Read

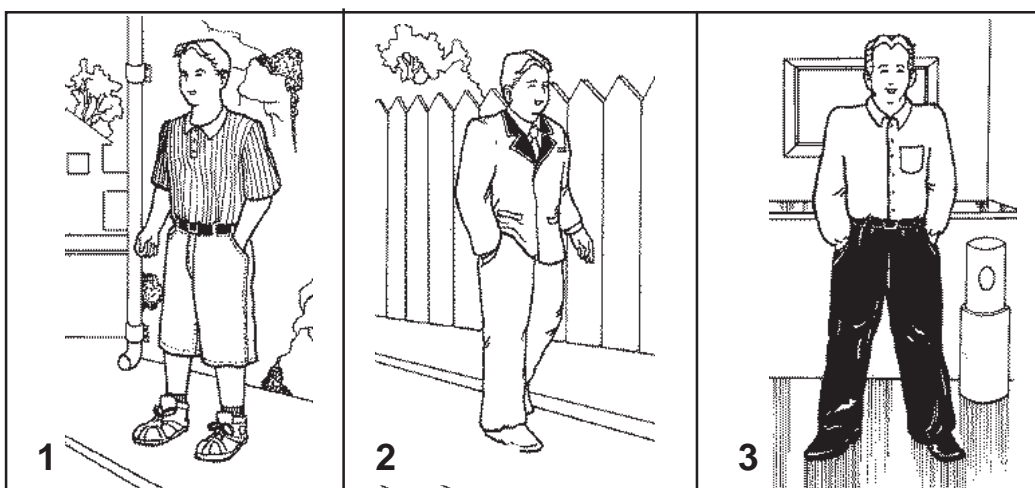
For your interview to turn out well, preparation is important. In fact, what you do before the interview may be as important as what you do during the interview.

Knowing what to do before and during the interview will add to your confidence. Let us prepare you and Joshua for the interview.



### Let's Try This

If Joshua will go through an interview, which would be the most appropriate attire for him? Encircle the number of your answer and let us find out if Joshua is ready for an interview.



Let's see if you know what attire is appropriate for an interview. Here's what each of the pictures suggests.

1. Joshua is not fit to go to an interview. He is wearing clothes that are too casual.
2. The suit that he is wearing may be too formal for the job that he is applying for.
3. Joshua is ready for the interview. The long-sleeved polo and slacks are just right.

Joshua's third "look" is the most appropriate. He is neither too formal nor too casual for the job. He looks neat, clean and presentable.

Choosing the right attire for the interview may still be confusing for you but do not worry. We will discuss this further.



## **Let's Think About This**

How can you determine if your attire is just right for the interview?

Are you still confused? Well, let the next discussion enlighten you.



## **Let's Try This**

### ***The Interview Attire***

What you wear during the interview can make or break you. This is especially true if the employer is very particular about personality.

When thinking of the appropriate attire for the interview, think of the company and job that you are applying for.

Jeans and collarless shirts are generally discouraged in a job interview. These will do if you are applying as a factory worker, hollow block maker and the like. For other jobs, however, such an attire is too informal. For women, dresses are sometimes inappropriate. A blouse and skirt or slacks would be better.

If you are applying for a very high-ranking position, a suit for men or an equally formal attire for women would be appropriate.



In the case of Joshua, a polo shirt and slacks would be appropriate. This way, he is neither too formal nor too casual. Remember that Joshua is applying for the position of a salesperson in a clothing company, so he needs to be presentable but he should not look awkward or overdressed.

Aside from the attire, it is important that you *come to the interview on time*. Being on time can show that you are committed or that you really want the job.

Before the interview, it is important that you *practice what you want to say during the interview*. Think about the answers to common questions asked during interviews. *Prepare questions for the employer*. Your questions can deal with policies, expectations, benefits and salary, among others.

### ***During the Interview***

The personal interview is a very important part of the screening process. Here, you can demonstrate what you can do and the attitudes that you have about the job. More importantly, it is the interview which largely determines your chances; that is why you should be prepared for it.

Do not forget the basics, that is, shake the hand of the interviewer if it is offered, maintain eye contact and smile.



### **Let's Review**

Imagine that you are an applicant and today is your job interview. Write your answers to the following questions. Remember that in a real interview, you have no more than five seconds after the question is asked to give your answers.

Answer these questions in the manner that you would in an actual interview.

1. What can you say about yourself? Why do you think I/we should accept you for this job?

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2. What are your skills that qualify you for this job?

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3. Do you have any questions?

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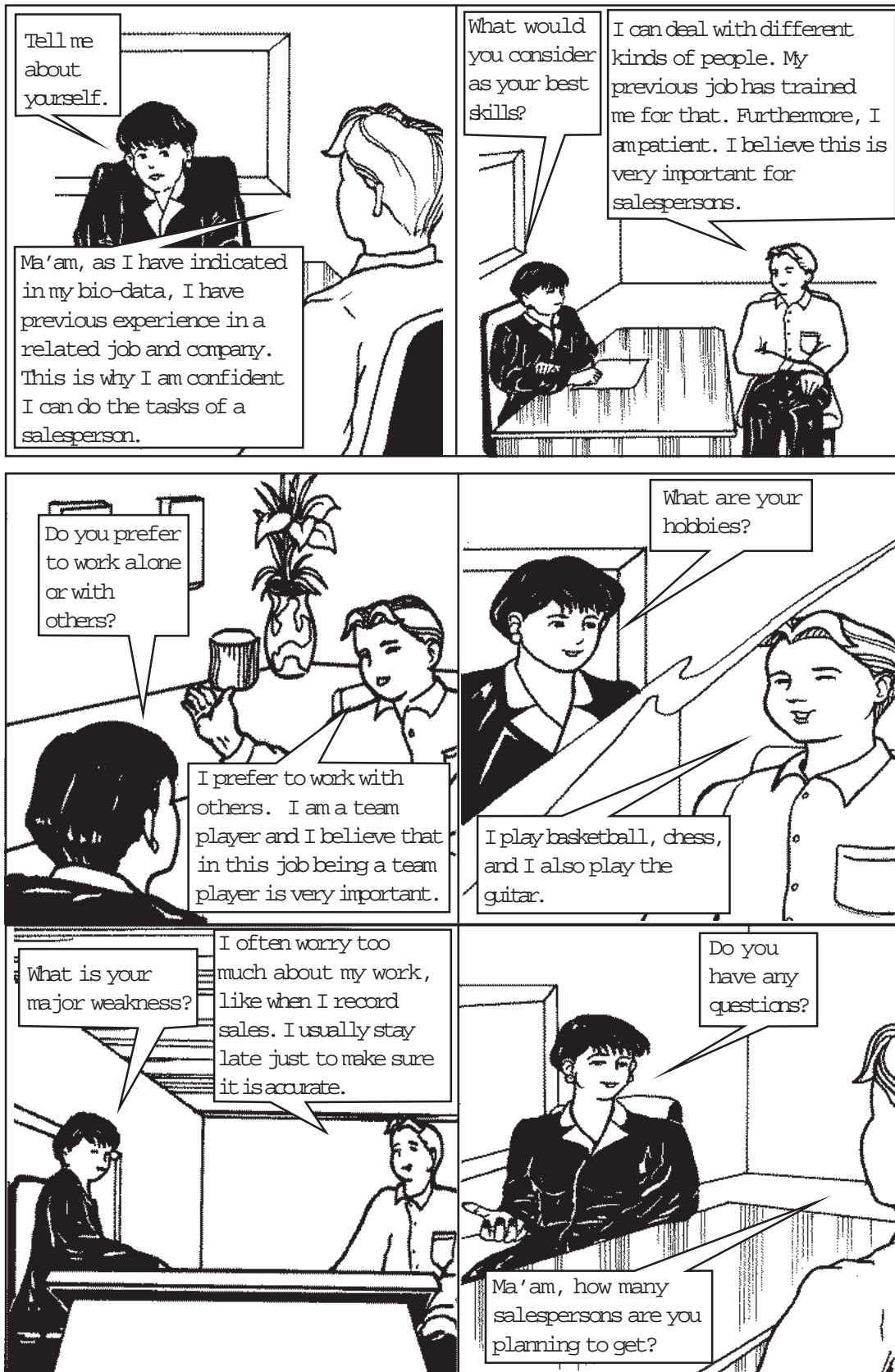
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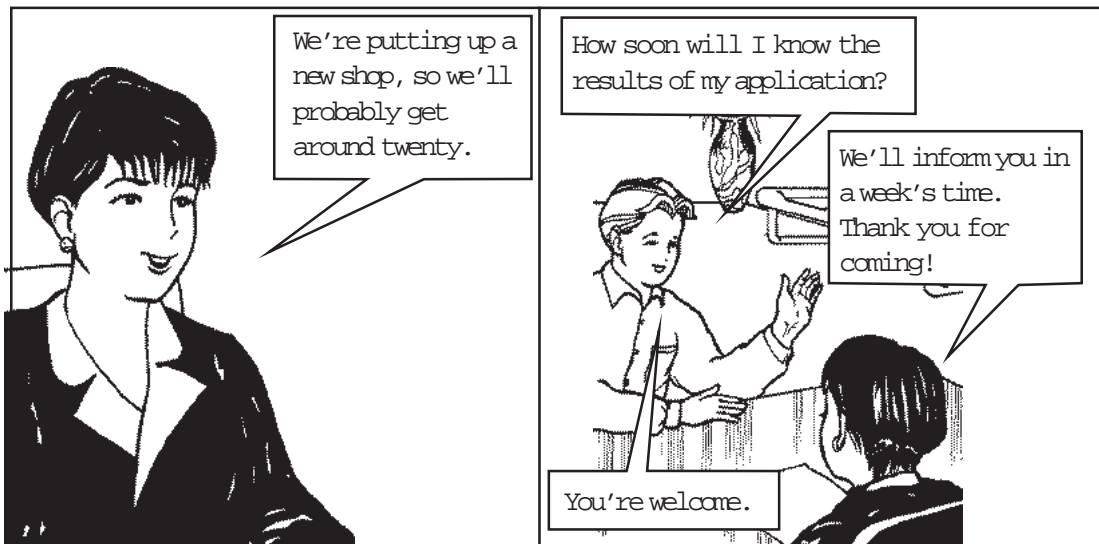
Did you find it easy to answer the questions? If you did not, do not worry. That is understandable because you were not prepared for the questions. There are common questions asked during interviews and the three given above are just examples.

Let's tag along with Joshua and see how he performed in his interview. Take note of the questions asked, and how Joshua answers them.



## Let's Study And Analyze





## Let's Think About This

Do you think Joshua performed well during the interview? Why?

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## Let's Read

Joshua did well in the interview. He was able to answer the questions clearly and directly.

For you to be able to answer these questions the way Joshua did, you have to understand why employers ask them. There is a purpose for each of the questions the employer asks.



## Let's Try This

Put yourself in the position of the employer. If you were the employer, why would you ask these questions? Write down your answers in the blanks provided.

1. Tell me about yourself.

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2. What would you consider as your best skills?

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3. Do you prefer to work alone or with others?

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4. What are your hobbies?

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5. What is your major weakness?

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6. Do you have any questions?

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Do you think you truly understand why employers ask these questions? Find out in our next discussions.



## Let's Read

Employers have reasons for asking the questions they usually ask. In each of these questions, they want to know something about you as a person and an employee.

Here are the reasons employers ask their usual questions.

### **Tell me about yourself.**

The employer wants to know how you express yourself. Do not mention your personal profile because this is already written in your bio-data.

### **What would you consider as your best skills?**

The employer wants to know what you can contribute to the company.

### **Do you prefer to work alone or with others?**

Most employers want team players, so they want to assess how you will be able to work with a team.



### **What are your hobbies?**

The employer may be looking for your other skills. Also, having a hobby implies that you have a life outside of your work. Employers feel that employees who engage in hobbies are less stressed and are happier and healthier.

### **What is your major weakness?**

This does not mean that you will spill out all your negative traits. In fact, you should only cite one and turn that weakness into a strength. Did you notice how Joshua turned his “worry too much about work” into “make sure that it is accurate”?

### **Do you have any questions?**

It is important to ask questions related to the company or job that you are applying for. This implies that you are interested in the job.

Examples of questions you can ask are:

1. Can you describe a typical day here?
2. To whom do I report?

Now you know what the common questions are and the reasons why they are asked. Let us see if you are ready for an interview.



### **Let's Try This**

Think of the job that you want to apply for. Conduct a mock interview with your friends or family members using the sample questions in the previous section (pages 32-33). Let one of your friends or family members act as an employer who is screening applicants. Then pretend that you are being interviewed. Use your “dream job” in Lesson 1 as the basis of your answers in the interview. During the mock interview, answer as you would in an actual interview.

After the mock interview, ask the “interviewer” how you did and in what areas you can still improve.

How did you do in the mock interview? If you did well, congratulations! If the interviewer cited some areas for improvement, consider them. The key is to practice, practice, practice.



## Let's Remember

Do not forget the highlights of this lesson.

- ◆ The interview is where the employer checks if the things you have written in your bio-data or resumé are true.
- ◆ Before the interview:
  - a. Prepare your attire, one that is appropriate to the company and the position that you are applying for.
  - b. Practice what you want to say during the interview.
  - c. Prepare questions for the interview.
  - d. Come to the interview on time.
- ◆ During the interview, do not forget to shake the hand of the interviewer if offered, maintain eye contact and smile.
- ◆ To be able to answer the interviewer's questions, you need to understand why these questions are being asked.



## Let's Sum Up

Before you answer the module post-test (*What Have You Learned?*), here are the key points that have been discussed in the module. Do not forget them!

- ◆ You should find out what your outstanding skills and interests are and use these as bases for finding the most appropriate job for you.
- ◆ Good employees...
  1. Produce quality work
  2. Are productive
  3. Are dependable
  4. Are team-oriented
  5. Have initiative and are self-reliant
- ◆ In applying for a job, you need to:
  1. look for a job opening in the classified ads or on posted announcements in establishments;
  2. prepare the necessary requirements like the bio-data or resumé, transcript of records and NBI clearance; and
  3. prepare an application letter.
- ◆ In your application letter, you should be able to introduce yourself and indicate your reason for writing. You should likewise be able to sell yourself and use an effective closing in the letter.
- ◆ The bio-data contains basic information about yourself, your educational attainment, employment records as well as character references.
- ◆ The interview is where the employer checks if the things you have written in your bio-data or resumé are true.
- ◆ Prepare yourself well for the interview. This includes knowing the proper attire and what to say and ask during the interview.
- ◆ To be able to answer the interviewer's questions, you need to understand why these questions are being asked.



## What Have You Learned?

- I. Encircle the letter of the correct answer.
  1. People tell you that you are good at drawing. Which of the following could be the right job for you?
    - a. writer
    - b. athlete
    - c. singer
    - d. artist

2. You want to be a mechanic. What outstanding skills should you have?
  - a. skills in interacting with people
  - b. skills in calculating
  - c. skills in repairing things
  - d. all of the above
3. A good employee does his job \_\_\_\_\_.
  - a. the way his co-employees suggest
  - b. the way the employer wants it
  - c. the way it should be done
  - d. the way he wants it
4. Which of the following lists of steps in applying for a job are arranged in the correct sequence?
  - I. Prepare a bio-data and an application letter
  - II. Look for advertisements of job openings
  - III. Go for an interview
  - a. III, II, I
  - b. I, II, III
  - c. II, I, III
  - d. Any arrangement will do.
5. What are the basic requirements when applying for a job?
  - a. bio-data, resumé, application form
  - b. bio-data, application form, NBI clearance
  - c. bio-data, NBI clearance, transcript of records
  - d. application form, transcript of records, resumé
6. Character references refer to \_\_\_\_\_.
  - a. people who know you and who can vouch for your good attitudes
  - b. the documents you attached to your bio-data, such as your birth certificate
  - c. your skills, work experience and attitude towards work
  - d. people whom you do not know personally
7. In the interview, employers may ask about your hobbies because \_\_\_\_\_.
  - a. they want to know the other activities you engage in
  - b. they want to know your other skills
  - c. (a) and (b)
  - d. they want to know if you can join in the company sportsfest

8. In the interview, when the employer asks you for your weaknesses, you should\_\_\_\_\_.
- a. enumerate all weaknesses that you can think of
  - b. say that you do not have any weaknesses
  - c. mention a weakness, but follow this up with a strength related to that weakness
  - d. mention a weakness and say that you do not always have it

## II. Enumeration

Enumerate the three (3) things that a cover letter should accomplish.

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Enumerate the four (4) things that you need to do before the interview.

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Compare your answers with those in the *Answer Key* on page 40.

If you got:

- 0 – 5 You should study this module again.
- 6 – 8 Go back to the parts of the module that you did not understand.
- 10 – 12 Good! Just go back to the items that you were not able to answer correctly.
- 13 – 15 Very good! You have learned a lot from this module. In fact, you are ready to apply for a job! You may now proceed to the next module.



## Let's Try This

Find a job advertisement in the newspaper. Make sure the job described requires skills that you have. Based on this ad, prepare a cover letter and bio-data. Show these to your Instructional Manager or Facilitator for feedback.



## Answer Key

### A. Let's See What You Already Know (*pages 2–3*)

- A. 1. **F** – You need to consider your skills and strengths. This will give you confidence when you apply for a job. Employers prefer employees who are skillful and qualified for the job.
2. **F** – Employees should know how to be a team player.
3. **F** – All three (bio-data, resumé and application form) essentially contain the same information. Normally, employers ask for a bio-data or resumé.
4. **F** – The employers will not even consider you for an interview if they do not want you. Employers want to see how you react and handle questions about yourself.
5. **F** – The application letter is an introduction to your bio-data. This is where you express your desire to get the job.
- B. 1. **c** – A bus conductor needs to be quick in calculation because his/her work always deals with money, number of passengers and distance.
2. **a** – Through the ads, you will know what jobs are available. There's no point in looking for a job that does not exist.
3. **b** – This is a sign of dependability.  
Letter (a) may reflect productivity but at the same time lack of work quality.  
Letter (c) may be a sign of initiative but not always. This can also lead to conflicts when done at the wrong time.  
For letter (d), while there may be people who feel better working alone, this reflects lack of team orientation, which is important in most jobs.
4. **a** – It is important to be punctual, because employers expect employees to be there when they are needed.
5. **b** – Joshua is presentable. He is neither too formal nor too casual.

## B. Lesson 1

*Let's Review (pages 8– 9)*

1. Honest, presentable and customer-oriented
2. Emilio's actions and behavior may seem impractical at first, but eventually these could have lots of benefits for him. For example, his passengers are more likely to give him a tip. He may also be given a raise or a bonus by his employer. He may end up earning more.
3. Since he is honest and courteous, people will think that drivers from R and L are all courteous and honest. This way he is giving the company a positive image.

*Let's Review (page 10)*

1. **T** – Thinking how others in the team will be affected is a sign of team orientation.
2. **T** – Making others feel comfortable working with you is a sign of team orientation.
3. **I** – Doing what you ought to do, even if you are not asked, is a sign of initiative.
4. **D** – Being able to work within a given time frame is a sign of dependability.
5. **Q** – Making sure that your work requires no correction is a sign of quality.

*Let's Try This (page 11)*

Here's a sample resolution:

As a model employee, I will be productive and dependable. I will come to work early. I will make sure that I will produce quality work at the specified time frame.

## C. Lesson 2

*Let's Review (page 12)*

- ◆ Look for a job opening.
- ◆ Prepare a bio-data.
- ◆ Prepare an application letter.

*Let's Review (page 14)*

- A. He is qualified for the job advertised in the first ad (Leap Jeans Company). Joshua fits the profile of the employee needed; he is male, 24 years old, a high school graduate and has a pleasing personality. He may also fit the profile asked for in the second ad, but he does not have the experience required.

- B. 1. Salespersons.
2. This is not specified. The ad simply says that the applicant must have a “pleasing personality” and be at least a high school graduate.
3. At 354 Avenida St., Cubao, Quezon City.
4. The Administrative Officer, Lyn Corpuz.

#### **D. What Have You Learned?** (*pages 35–37*)

- I. 1. **d** – Being good at drawing can be an indication that you can be a good artist.
2. **c** – Repairing things is the main task of a mechanic.
3. **c** – Neither your employer, co-employee nor you should dictate how a job should be done. The only way to do a job is to do it right.
4. **c** – You need to choose where you will apply first, prepare the necessary requirements, submit them and then get ready for the interview.
5. **c** – The other choices are essentially repetitions of the same requirements. A bio-data and resumé are just the same. The application form is similar, although this is normally given by the employer.
6. **a** – These are the people whom the employer will call to ask about your character
7. **c** – The employer wants to know if you have a life outside of work and what your other skills are. Employees with hobbies are considered less stressed and thus more productive.
8. **c** – The employer is testing how you will respond to the question. Respond with grace, turn a negative trait into a positive one.
- II. 1-3 ♦ Introduce yourself and your reason for writing  
 ♦ Sell your skills  
 ♦ End with an effective closing
- 4-7 ♦ Wear the proper attire  
 ♦ Come to the interview on time  
 ♦ Practice what you want to say during the interview  
 ♦ Prepare questions for the employer



## **Appendix–Sample Resumé**

### **JOSHUA R. FERNANDEZ**

✉ Block 2, Lot 21, Cielito Homes  
Novaliches, Caloocan City 1400  
☎ Telephone No. (residence): 983 - 0973

#### ***OBJECTIVE***

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To secure a position in your company where my skills and experience can be utilized to their fullest.

#### ***WORK EXPERIENCE***

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1998 - 2000                      SALESCLERK  
Giorbench Inc.

#### ***EDUCATION***

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1999                              NONFORMAL EDUCATION ACCREDITATION AND  
EQUIVALENCY (NFE A&E) SYSTEM SECONDARY  
LEVEL  
Learner and Test Passer

#### ***SEMINARS/TRAININGS ATTENDED***

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October 6, 1999                      GOOD CUSTOMER SERVICE , Giorbench Inc.

#### ***ORGANIZATIONS***

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1999 - 2000                      Giorbench Inc. Employees' Union

#### ***PERSONAL BACKGROUND***

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Born on May 19, 1976 in Quezon City. Has special interest in communicating with people and teaching. Action oriented and able to work equally well with a wide variety of personalities.

#### ***REFERENCES***

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To be furnished upon request.



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