Technical Communication

Writing for job application

Importance
- To present your past and present performance to help prospective employers assess your potential.
- To form first impression
- To be shortlisted

2. Resume, Biodata & Curriculum Vitae
- Resume: summary, 1-2 pages, gist of education, past employment, skills
- Biodata: personal information (date of birth, nationality, marital status, gender, address) followed by the necessary information for the job
- CV: detailed resume with emphasis on academic credentials

3. Elements for a resume
Personal information

Career/professional objective

Education/academic preparation

Work experience

Professional skills

Achievements

References

Principle: informative and attractive / professional
- To provide clear, specific information
- To be free of errors
- Length: 1-2 pages

Appearance
- Generous margins
- Balance
- Clear type
- Clear Organization   different section
                             appropriate indent

Identifying information   Full name, address, phone number, email address

Objectives / Summary of qualification

Statement of objectives – "Objective: Entry-level position as a hospital dietitian"

- *State only the goals or duties explicitly mentioned in the job ad*
- *Focus on the reader's needs*
- *Be specific*

Summary of qualification (for experienced candidates) – "Six years' experience running tests on software, hardware and semiconductor products. Bilingual English and Chinese."

Education

degree – "BS in Material Engineering, minor in Business Administration

institution – full name of your school, "Southeast University"

location of the institution – city and province / state

date of graduation

information about other schools you attended beyond high school (even without a degree)

Arrange entries in reverse chronological order

Employment History

basic information about each job: dates of employment, name & location of the organization, your position and title

selected details for each job: 2- to 3-line description for each job, focusing on

skills	equipment	money
document	personnel	clients

List jobs in reverse chronological order

Strong Action Verbs Used in Resume

administered	coordinated	evaluated	maintained	provided
advised	corresponded	examined	managed	purchased
analyzed	created	expanded	monitored	recorded
assembled	delivered	hired	obtained	reported
built	developed	identified	operated	researched
collected	devised	implemented	organized	solved
completed	directed	improved	performed	supervised
conducted	discovered	increased	prepared	trained
constructed	edited	instituted	produced	wrote

Interest and activities

participation in community-service organizations or volunteer work

hobbies related to your career

sports (esp. those that might be useful in your career)

university-sanctioned activities

References
- professors & previous employers
- To get permission beforehand

Other Elements
- computer skills
- language ability
- military experience
- willingness to relocate

Chronological Resume: (P163)

Listing entries in reverse order.

Mainly for work history (responsibilities handled).

Might include a resume objective before the Work Experiences.

Education, certifications, and special skills follow work experience.

For recent graduates, list the education first.

The chronological resume is one of the most commonly used styles, and its familiarity alone makes the information easier to absorb. Ideally, it shows the progression of a career clearly.

Skills / Functional Resume: (P164)

Showcasing an applicant's skills.

May start with a summary of qualifications followed by a list of a candidate's skills and examples of using those skills

A separate section called "Skills" or "Skills and Abilities", emphasizing job skills and knowledge. The focus is shifted from job titles and the amount of time to the actual skills. The employment section becomes a brief list of information about your employment history: company, dates of employment, position.

Skills and Abilities

Management
Served as weekend manager of six employees in a retail clothing business. Also trained three summer interns at a health-maintenance organization.

Writing and Editing
Wrote status reports, edited performance appraisals, participated in assembling and producing an environmental impact statement using desktop publishing.

Teaching and Tutoring
Tutored in the University Writing Center. Taught a two-week course in electronics for teenagers. Coach youth basketball.

Cover Letter

- ✓ a letter sent with other documents, esp. a resume for job application or a paper for submission
- ✓ a (typically) one-page document that explains to the hiring manager why you are an ideal candidate for the job and how you could add value to the company.
- ✓ Purpose: presenting the case for why you should be hired

showing what distinguishes you from other candidates

showing your passion for the position and the company

highlighting your most relevant qualifications.

✓ To include:

typically one page with 3-4 paragraphs

elements possibly be consulted to your resume

elements interpreting your background and proving your qualification and skills

✓ Not to include:

personal information

salary requirements (usually)

✓ Structure

1st para. Why you are writing. (purpose: I'm writing to...)

2nd para. What you have to offer the employer. (your qualifications, achievements, etc. —your highlights)

3rd para. Your knowledge of the company. (show that you did your research and know something about the business, and how you can contribute to its mission.)

4th para. Your closing. (summarize what you would bring to the position and suggest next steps by requesting a meeting or suggesting a call.)

John Donaldson

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August 14, 2020

George Gilhooley
Times Union
87 Delaware Road
Hatfield, CA 08065

Dear Mr. Gilhooley,

I am writing to apply for the programmer position advertised in the Times Union. As requested, I enclose a completed job application, my certification, my resume, and three references.

The role is very appealing to me, and I believe that my strong technical experience and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position include:

- I have successfully designed, developed, and supported live-use applications.
- I strive continually for excellence.
- I provide exceptional contributions to customer service for all customers.

With a BS degree in Computer Programming, I have a comprehensive understanding of the full lifecycle for software development projects. I also have experience in learning and applying new technologies as appropriate. Please see my resume for additional information on my experience.

I can be reached anytime via email at john.donaldson@emailexample.com or by cell phone, 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

John Donaldson (signature hard copy letter)

John Donaldson