MCAC 105
Unit 4
Job application for a technical post

Syllabus

Job application for a technical post:
    Structure,
    content,
    Resume

Job Application

- You will need to apply in writing for most jobs.

- This usually means preparing two items, a letter of application and your resume.

- For government jobs, you may need to provide responses to some selection criteria.

- There is a stiff competition for any job, and it is from the application the first impression is formed.

- A job application letter is written by the applicant to sell his or her services.

Employers use recruitment processes to select who they should interview for a job by assessing skills, qualities, experience and qualifications.

- Ensure you research the employer and the position you are applying for

- Identify skills, attributes, knowledge, experience and qualifications which will appeal to the employer

What to Include

- Customize your cover letter so it is relevant to the employer and the job.

- Focus on what the employer wants to know, not what you want from them.

- Try to convince them that you can do the job, that you'll do a great job, you'll fit in and be an asset to their organization.

- Make sure you include your contact details.

- Keep your letter no longer than one page.

Structure

Opening Paragraph:

- Explain the purpose of your letter in the opening paragraph.
- Mention the position you are applying for and where you heard about it or where it was advertised.

Body:

- Show you can do the job and do it well.
- You should summaries your qualifications, skills, abilities and experience.
- State what makes you perfect for the job advertised.

- Next, state that you are keen to work for the company and why.

- Try to give some information about what type of person you are.

- Keep in mind what you know about the employer.

- Mention your personal qualities which you think they are looking for.

Closing Paragraph:

- Before finishing, thank them for taking the time to review your application.

- Also mention any attachments including your resume and any work examples.

Final Check

- Check your application before sending it.

- Check if the employer asked you to send several copies

 - of your application.

- Don't send too much.

- Send copies of your original documents.

- Tailor your application to the job you are applying for.

- Number the pages in the application

- Include your name in the header or footer of each page in case they

  become separated

Sample Job Application

Rohit Verma
8 Sue Circle
Smithtown, CA 08067
 909-555-5555
rohit.verma@emailexample.com

Date: 30/12/2013

George Gilhooley
XYZ Company
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 am enclosing a completed job application, my certification, my resume and three references.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

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

With a BS degree in Computer Programming, I have a full understanding of the full life cycle of a software development project. I also have experience in learning and excelling at new technologies as needed.

Please see my resume for additional information on my experience.

I can be reached anytime via email at rohit.verma@emailexample.com or my cell phone, 909-555-5555.

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

Sincerely,

Rohit Verma

JAY LENNOX

123 YOUR ADDRESS
CITY, STATE, ZIP CODE
(XXX)-XXX-XXXX
YOUR@EMAIL.COM

SQL Developer with 8+ years of hands-on experience in developing database applications, administering database and information systems. Possesses In-depth knowledge of database development, IT solutions, MS SQL Server, software development, business analysis, systems administration, process re-engineering, and management information services.

Technical Skills

- **Database Development:** MS Access, Database, SQL Stored Procedures, Table Scalar Functions, Ad-hoc T-SQL Queries, SQL SSIS packages, SQL Jobs, SSAS Cubes
- **Report Development:** SQL Server Data Tools, SharePoint 2012 Website, Report Parameters & Datasets, Highly Visual and Graphic Dashboard & Table Report Styles

Professional Experience

VERITAS OPERATING CORP, Mountain View, CA
SQL Developer, October 2017–Present

- Drive stability, reliability, and performance by optimizing in-application SQL statements and design user-focused databases
- Develop an ETL Database Model to carry out new procedures and create various database warehouse dimensions to accept ETL outputs
- Gather requirements from business analysts, develop physical data models using Erwin, and create DDL scripts to design database schema and database objects
- Perform database defragmentation and optimize SQL queries, improving database performance and loading speed by 70%
- Lead the development of 12 database projects for one of the company's largest clients with on-time delivery and 13% under budget completion

US TECHNOLOGY RESOURCES LLC, Aliso Viejo, CA
SQL Developer, August 2012–September 2017

- Utilized Joins and sub-Queries to simplify complex queries involving multiple tables while optimizing procedures and triggers to be used in production
- Performed SQL, PL/SQL, and application tuning using multiple tools like EXPLAIN PLAN, SQL*TRACE, TKPROF, and AUTOTRACE
- Designed 4+ onsite databases and maintained a group of 25 databases, reducing production costs by 15% and boosting productivity using data modeling techniques
- Wrote SQL queries to obtain data from multiple tables to spool into CSV format and provide extracts to business and users

Education

CONCORDIA UNIVERSITY IRVIN, Irvine, CA
Bachelor of Science in Computer Science, July 2012
Honors: *cum laude* (GPA: 3.7/4.0)

Resume

- A brief account of one's professional or work experience and qualifications, often submitted with an employment application.

- Resume is a

  - Written Reminder

  - „ Marketing Tool

Resume Basic

- Factual, results- -oriented, accurate, and honest.

- „ „ Focus on accomplishments & skills.

- „ Target a specific field.

- „ What is your Goal?

The Purpose of the Resume

- **The resume's main purpose is to get you an interview!**

- It is often the first item a potential employer sees about you and therefore is very important

- A resume is a short descriptive account of your work experience, education, qualifications, achievements, and special skills.

- (In addition, a resume may be requested by a scholarship committee or be part of your admissions application for graduate or professional school).

The resume can be used in the following ways:

- To network with others, including at Career Fairs

- To be submitted along with an employer job application form and/or cover letter as you apply for open positions

- To be taken to a job interview

- To be coupled with a dynamic online presence, particularly, your LinkedIn profile

Components of a Resume

- Letterhead & Paper

- „ Objective

- „ Summary of Qualifications

- „ Skills (functional only)

- Education

- „ Professional Experience

- Honors/Awards

- „ Additional Training/ Certifications

James Dean

555 PLEASENT BLVD.
CHICAGO, IL, 55555
555-555-5555
JAMESDEAN@UNIVERSITY.COM

Education

SAMPLE UNIVERSITY , NAPERVILLE , IL UNITED STATES
Bachelor of Arts Candidate, May 2014

- Active In Philosophy Departmental Planning & Administration
- Yearly Dean's List Inclusion
- Vice President of Chess Club

Professional Experience

SAMPLE UNIVERSITY , CHICAGO , IL UNITED STATES
Department Office Assistant , Jan 2011 – present

- Direct or coordinate the supportive services department of a business, agency, or organization.
- Direct, coordinate, and evaluate the activities of personnel, including support staff, engaged in administering academic institutions, departments or alumni organizations.
- Participate in student recruitment, selection, and admission, making admissions recommendations when required to do so.
- Represent institutions at community and campus events, in meetings with other institution personnel, and during accreditation processes.

TARGET , NAPERVILLE , IL UNITED STATES
Shift Lead , Jul 2008 – Aug 2011

- Manage staff, preparing work schedules and assigning specific duties.
- Plan and direct activities such as sales promotions, coordinating with other department heads as required.
- Perform sales floor work, such as greeting or assisting customers, stocking shelves, or taking inventory.

MCDONALDS , CHICAGO, IL UNITED STATES
Cashier , Mar 2006 – May 2008

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Assist customers by providing information and resolving their complaints.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.

Additional Skills

- Adobe Photoshop
- Asana Project Management Software
- Spanish Fluency
- CPR Certified

Resume Format Style

- Chronological
- „ Functional

Chronological Resume

Definition:

- Most traditional

- „ Organized by dates of employment

- „ Begin with most recent position

- Emphasis on titles & companies

- „ Illustrates a progressive career path

Use:

- Clear job target

- „ Next job is in direct line or logical progression with respect to past experience

- Title and company are impressive

Functional Resume

Definition:

* Focus on "what you did"

* Emphasis on academic and volunteer experience, skills and accomplishments

Use:

* Downplay work gaps

* „ Held job where title doesn't reflect work „ Changing careers

* „ Not a lot of work experience

Do's and Don'ts

Do's:

- Make your career objective "employer-centric."

- Talk results.

- Lead with action words.

- Be a quick read.

- Get a little creative in terms of format.

Don'ts:

- Don't hide important information at the end.

- Don't overstate your value.

- Don't have typos.

- Don't talk in generalities.

- Don't be bland.

Resume Sections

I. Personal Info

II. Objective

III. Summary of Qualifications

IV. Education

V. Work Experience

VI. Skills

VII. Awards & Activities

VIII. Volunteer Experience

IX. References

(this can vary)

I. Personal Information

- Name should stand out.
- Can vary the placement of name, address, phone number, email address.

- List only one phone number.
- Professional-sounding voice message
- Professional email address
- In certain cases, "U.S. Citizen" is appropriate here.

II. Objective

- Short and sweet is preferred if you are using your resume to apply for a specific position.
  Example: *"Seeking position as Accountant I for Kaiser Permanente."*

- If you are taking your resume to a career fair or uploading it to a website, the objective should be general.
   Example: *"Seeking full-time accounting position."*

III. Summary of Qualifications

- Could also be called: "Profile", "Qualifications", or "Highlights"

- Should be tailored to the job in question via the job description

Example

"Blends academic training in social work with three years experience working with diverse clientele. Adept at interviewing, report writing and problem-solving. Professional, collaborative and committed."

IV. Education

- Most recent degree or current study listed first

- List expected date of graduation.

- List options, minors and certificates.

- Spell out college name: *California State University, Los Angeles*
- AA/AS may drop off when you get bachelor's.
- High school (freshmen only)
- List graduation with honors or high GPA

V. Work Experience/Work History Part I

- Current or most recent job experience first
- Not all jobs need to be listed - - why?
- List job title first.
- Include employer's name and city.
- Use bullets or paragraphs to detail job duties.
- Each descriptive phrase should begin with an action verb. (current job – use present tense; previous jobs – use past tense)
- If using bullet format, no more than 5 or 6 bullets items per job.

V. Work Experience/Work History <small>Part 2</small>

- Prioritize the order in which you describe job duties, with the most relevant ones listed first.

- Divide your work experience into "Related Experience" and "Other Experience", if appropriate.

- Remember to list internships if they are related to your field. It doesn't matter if you were paid or not – good experience is good experience!

VI. Skills

- <u>General "soft" skills</u> *Examples*: Proactive approach, Teamwork Experience, Analytical thinking

- <u>Computer/Technical skills</u>, listing known computer programs. *Examples*: Microsoft Word, Excel, Power Point, QuickBooks

- <u>Language skills</u> *Example*: Bilingual English/Korean

VII. Awards & Activities

- Include memberships in campus and community organizations.

- Make special note if you held an office.

- Dates are not required.

- Don't forget to list national associations.

- If listing a scholarship, indicate its name and who awarded it to you.

- Don't forget "Employee of the Month"

VIII. Volunteer Experience

Volunteer experience can be listed if it is meaningful and appropriate.

Social Work, Psychology, Sociology, credential students and some others may want to list their volunteer experience under "Work Experience" if it closely relates to their career goals and is significant.

IX. References "available upon request"

- Ideally, have at least 3 people agree to be your references.

- Do not ask family or friends, but consider employers, professors, scout leaders, clergy who know you well enough to address your talents and attributes as a good employee, student or citizen.

- Give your references a copy of your resume and keep them updated on your job hunt.

- (**Never list your references' names on the resume**). Instead, only if requested, provide a list that includes: reference name, job title, place of employment, phone number and email address.

There is not <u>one specific </u>way to format your resume - - -

You have many choices. But the advice presented in this workshop comes from **what employers tell us** about their preferred resume formats.

<u>A word about resume templates.</u> You may choose to use a resume template (a means by which you 'plug in' your information into a prescribed format) but it isn't recommended unless you are short on time. Templates aren't flexible and generally don't allow for customization – thus, use your own Microsoft Word skills to create your own unique document!

Formatting Tips, Part I

- Use one font and same size throughout document (exception – your name)
- Use **BOLD** to emphasize only the most important features of your resume

- Acceptable type sizes are 10, 11 and 12 pt.
- Be consistent with tabs, dates and other formatting features

Formatting Tips, Part 2

- Length is only important if you are handling the hard copy of the resume, in which case it should be one or two full pages.

- Decide on an overall design scheme – bullets or paragraphs?

- Make the resume professional-looking and inviting to read.

Summary of the most important points

- Remember that the main purpose of the resume is to get an interview
- Required resume elements include personal info, objective, education, work experience
- Never include false information on your resume
- Be consistent with your format, allowing no typos or grammatical errors
- Tailor your resume to the particular job you are applying for!
- Use a cover letter to sell yourself and add value to your resume