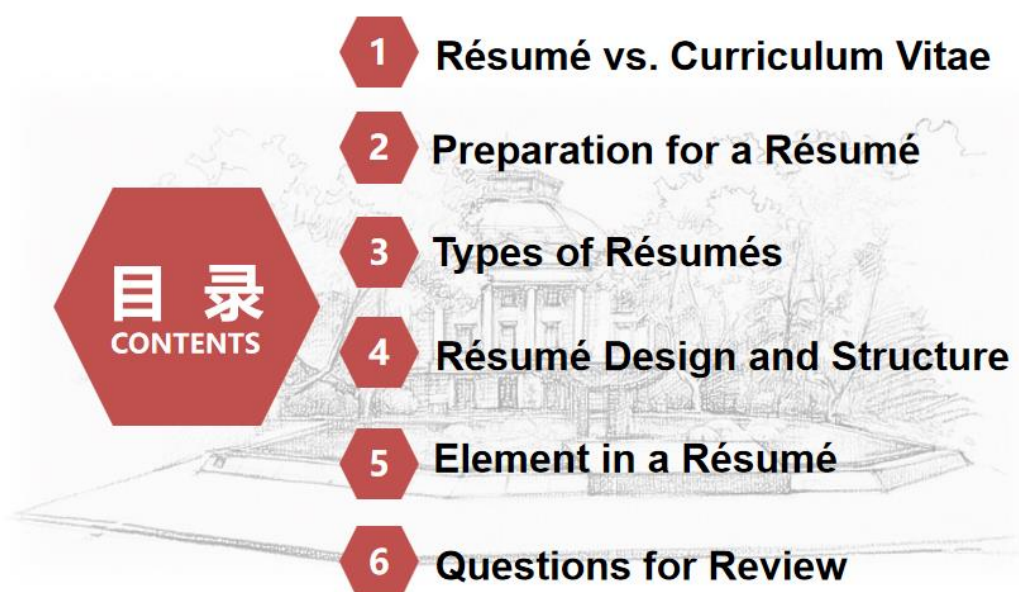



Writing for Job Application



1	Résumé vs. Curriculum Vitae
2	Preparation for a Résumé
3	Types of Résumés
4	Résumé Design and Structure
5	Element in a Résumé
6	Questions for Review



Résumé vs. Curriculum Vitae

	Résumé	Curriculum Vitae (CV)
Content	<ul style="list-style-type: none">● education, past employment, skills for the new position● the number of conferences attended, number of papers published, a brief summary of projects carried out	<ul style="list-style-type: none">● all the elements of a résumé but more detailed in terms of the academic credentials● a detailed account of all the papers published, papers presented at the conferences, and research projects carried out
Length	usu. 1 page sometimes 2 pages	more than 2 pages up to tens of pages



Curriculum Vitae
vs.
Résumé



	Résumé	Curriculum Vitae (CV)
Target	for any position in an organization	for a position in a research organization
Feature	more skill-oriented	more knowledge-oriented

- Résumé is suitable for almost all types of organizations.
- Résumé can be modified according to the skill sets required by a particular job.
- Personal information such as age, date of birth, marital status, nationality, and gender are generally not included in a résumé.



Preparation made for a Résumé

What should we do before writing a résumé?

- Know ourselves (our selling points)
 - Education (degrees earned)
 - Work experience (skills gained)
 - Activities attended
 - Awards received
 - Personality traits
 - Interests and hobbies

3

- knows ➤ Know the target company/employer
- Development and prospect
 - Management and operation
 - Enterprise culture and value
 - Products or services
 - Needs and problems
 - Social image and status
- Know the target post
- Responsibilities
 - Requirements
 - Pay and benefits
 - Chances for promotion



Types of Résumés



- Chronological résumé
- Functional/skills résumé
- Hybrid/combination résumé



● Chronological Résumé

- Preferred by most employers
- the most common way of organizing the information in a résumé
 - Emphasizes education and work experience
 - Is most effective when such experience clearly relates to the new job
 - List entries in reverse order, beginning with the most recent experience
 - Under each position listed under Work Experience, describe responsibilities handled and accomplishments, emphasizing relevant experience with the skill set required for the job



● Functional/skills Résumé

- emphasizes individual fields of competence
 - used by applicants who are just entering the job market, who want to redirect their careers, or who have little continuous career-related experience
 - features the skills that the candidate has got
 - provides examples of the most significant experience that demonstrates these skills
 - includes a separate section, usu. called “Skills” or “Skills and Abilities” that emphasizes job skills and knowledge.
- Follow the Skills category immediately with a chronological Work History and a scaled-down Education section that lists only institutions, degrees, and dates.
 - Either of them may come first, depending on whether most of skills and experience were gained in college or on the job.



● Hybrid/combination Résumé

- includes the best features of the chronological and functional résumés.
 - not popular or not commonly used as it tends to be very long and also it may turn out to be repetitive in nature.
- Whatever the format, strong résumés possess the same qualities:
 - They focus on the employer’s needs.
 - They are concise.
 - They are honest.



What type of résumé do you think is usually used by a recent graduate?

- chronological résumé
 - In most cases, they lack the record of skills and accomplishments needed for a skills résumé.



Résumé Design and Structure

James K. Wislo	1628 Rossi Street Boise, ID 83706 (208) 555-2697 jameswislo@mail.boisestate.edu	
Objective	Entry-level position as a general assistant	
Education	Boise State University, Boise, ID BS in Biomechanical Engineering Current GPA: 3.1 Expected date of graduation: August 2014 <i>Related course work</i> Skeletal Development and Evolution Biomechanics of Movement Basic Mechanics I Technical Communication	
Employment	1/2010–present (20 hours per week): Custodial and maintenance <i>Boise State University, recreation center, Boise, ID</i> Install and maintain soap dispenser machines. Treat all floors (wooden and linoleum) with appropriate chemicals. Pressure-wash showers and sauna using TENNANT 750 machine. Report damaged equipment in the building. Report any shortage or lack of cleaning detergent and equipment. Organize daily and weekly cleaning schedule. 10/2009–1/2010: Food server <i>Aramark Food Service, Boise, ID</i> Serve food across counter. Prepare all condiments to be served. Clean kitchen and eating area after regular open hours. Act as a liaison between students and chef: report on likes and dislikes of students.	
Honors	National Dean's List, 2009–2010 Awarded \$4,500 GEM scholarship from Boise State University	
Activities	Member, Boise State University international student organization	
References	Certified CPR Instructor, American Red Cross Available upon request	

Which one do you think is quite acceptable?

- A résumé communicates in two ways
 - through its content
 - through its appearance



Appearance of the Résumé

What is the main purpose of the résumé?

- to gain the opportunity for an interview.
- A résumé should appear neat and professional.
 - Generous margins.
 - Leave a one-inch margin on all four sides
 - Clear type
 - Printed on good-quality paper of A-4 size
 - Reproduced clearly on a high-quality printer or photocopier
 - Balance
 - Arrange the information well to ensure a balanced appearance
 - Clear organization
 - Use adequate blank space
 - Indent appropriately





● Clear Organization

James K. Wislo	1628 Rossi Street Boise, ID 83706	(208) 555-2697 jameswislo@mail.boisestate.edu
Objective	Entry-level position as a general assistant	
Education	Boise State University, Boise, ID BS in Biomechanical Engineering Current GPA: 3.1 Expected date of graduation: August 2014 <i>Related course work</i> Skeletal Development and Evolution Biomechanics of Movement Basic Mechanics I Technical Communication	
Employment	1/2010-present (20 hours per week): Custodial and maintenance <i>Boise State University, recreation center, Boise, ID</i> <ul style="list-style-type: none"> • Install and maintain soap dispenser machines. • Treat all floors (wooden and linoleum) with appropriate chemicals. • Pressure-wash showers and sauna using TENNANT 750 machine. • Report damaged equipment in the building. • Report any shortage or lack of cleaning detergent and equipment. • Organize daily and weekly cleaning schedule. 10/2009-1/2010: Food server <i>Aramark Food Service, Boise, ID</i> <ul style="list-style-type: none"> • Serve food across counter. • Prepare all condiments to be served. • Clean kitchen and eating area after regular open hours. • Act as a liaison between students and chef: report on likes and dislikes of students. 	
Honors	<ul style="list-style-type: none"> • National Dean's List, 2009-2010 • Awarded \$4,500 GEM scholarship from Boise State University 	
Activities	<ul style="list-style-type: none"> • Member, Boise State University international student organization • Certified CPR Instructor, American Red Cross 	
References	Available upon request	

- Use adequate blank space
 - The line spacing between items should be larger than the line spacing within an item.
 - There should be more space between sections than between items within the section.
- Indent appropriately
 - When arranging items in a vertical list, indent *turnovers*, the second and subsequent lines of any item, a few spaces.



Content of the Résumé

- Résumés must be informative and attractive.
 - The résumé must provide **clear, specific information, without generalizations or self-congratulation**.
 - The résumé is a sales document. The writer is both the salesperson and the product.
 - provide the reader with the details that will lead the reader to reach the conclusion about the writer.
 - The résumé must be **free of errors**.
 - Writing errors cast doubt on the accuracy of the information in the résumé as well as the competence of the writer.
 - Proofread the finished product at least twice, and then have someone else proofread it.



Elements in a Résumé

- While résumés can be organized in more than one way, they will almost always contain the same basic information.
 - Identifying information (personal/contact information)
 - Objectives or summary of qualifications (Career/professional objective)
 - Education (Educational/academic qualifications)
 - Employment history (Work experience /Professional and technical skills)
 - Interests and activities (Extracurricular activities and achievements/special interests, aptitudes, memberships /Awards and honours)
 - References



Personal Information

- The first thing an employer needs to know is who you are and where you can be reached.
- Make sure that the information allows an interested employer to reach you easily.

Address

A permanent postal address should be provided.

JOE SMITH
1234 Main Street
Phoenix, AZ 85048
480-123-4567
JoeSmith@Gmail.com

Full name

All letters or initial letters are capitalized

Phone number

Home or cell phone is preferable.

Email address

Ensure that it sounds professional rather than frivolous.



Objectives or summary of qualifications

MARY BARTHOLOMEW

1234 Jln SJ 1/1, Seremban Jaya, 70450 Seremban, Negeri Sembilan,
Tel: 013-123 4567 (HP) 06-123 4567 (H) E-mail: Mary@hotmail.com

OBJECTIVE (optional)

Independent computer science graduate with extensive qualifications seeks opportunities to develop user-friendly and effective software for businesses.

- Most employers agree that a statement of professional objective should be included in a résumé.
- Make it effective by being **as specific as possible** about the requirement or aspiration.
- **A statement of objectives.** used most often by candidates new to the field, is a brief phrase or sentence.
- Follow the following 3 suggestions:
 - State only the goals or duties explicitly mentioned, or clearly implied, in the job advertisement.
 - Focus on the reader's needs, not on your goals.
 - “with opportunities for advancement” or “offers a high salary”
 - “Position in Software Engineering specializing in database applications development that enables me to use my four years of experience.”
 - Be specific.
 - “Position offering opportunities in the field of health science, where I can use my communication and analytical skills.”
 - Specify what kind of position you want



Read and Comment

Seeking employment in a business environment offering an opportunity for professional growth.

Comments?

Too general

No focus

To market financial planning programs and provide financial counseling to ensure positive client relations.

- It specifies which job the applicant is seeking.
- It also specifies how the applicant will benefit the company.

- a **summary of qualifications** is usually used by job applicants with more experience.
- A brief paragraph that highlights three or four important skills or accomplishments.

Summary of Qualifications

Six years' experience creating testing documentation to qualify production programs that run on Automated Test and Handling Equipment. Four years' experience running QA tests on software, hardware, and semiconductor products. Bilingual English and Italian. Secret security clearance.



Educational/academic qualification

- While applying for a job when one is about to graduate, educational qualification and experience are **the highest selling points**.

- The degree earned + major and minor fields of study
- The institution—identify it by its full name
- The location of the institution. Include the city and state
- The date of graduation—"Anticipated date of graduation"

CHRIS JONES

100 West Elm Street, #205 • Champaign, IL 61820 • (217) 555-1212 • cjones@uiuc.edu

EDUCATION	UNIVERSITY OF ILLINOIS	Urbana-Champaign, IL
	MBA, General Management	May 2005
	YALE UNIVERSITY	New Haven, CT
	BS, Labor and Industrial Relations	May 2000
	Summa Cum Laude	

- Begin with the most recent education and work backward.



Work experience/professional skills

PROFESSIONAL EXPERIENCE

TAYLOR EVANS PAVILLION, Los Angeles, California 2000 – Present
A 17,000 seat indoor arena with full convention facilities for premier concerts, major boxing events, television productions, and award shows.
Event Services Manager, Garden Arena

- Research, develop, and coordinate events.
- Manage the facility during events; schedule staff, prepare budgets, and disseminate advertising.
- Liaise with scheduled artists, clients, vendors, production companies, and departments; execute and mediate contractual obligations; hire, train, and manage an on-call staff of 300 employees.
- Investigate and respond to guest concerns; prepare and implement quality assurance measures.

MAYFAIR RESORTS, Los Angeles, California 1998 – 2000
A 2,000 room hotel complex with full convention facilities, a 6500-seat arena, a 700-seat theater, and showrooms.
Entertainment & Box Office Manager

- Developed special events; booked weekly entertainment for two showrooms.
- Scheduled event staff, executed contractual obligations with artists and clients, communicated with departments that contributed to successful productions, and conducted guest relations.
- Supervised box office operations, including supervising and training staff, completing cash settlements, and conducting summary reports and audits.
- Assisted the Director of Entertainment; generated correspondence, proposed events, and completed budget reports and profit-and-loss analyses.

- Each entry includes
 - the organization's name and location
 - the duration of work,
 - a brief summary of the work (**optional**)
 - the job title or position,
 - carefully selected accomplishments
- List jobs in **reverse chronological order** to highlight the most recent employment.
- Include any part-time or summer internships or projects done.
- Provide at least a **two- to three-line description** for each position.
- Be sure to use **very concrete language** to describe the work experience.

- For particularly important or relevant jobs, write more, focusing on one or more of the following factors:

➤ Skills.

- What technical skills did you use on the job?

➤ Equipment.

- What equipment did you operate or oversee?

➤ Money.

- How much money were you responsible for?

➤ Documents.

- What important documents did you write or assist in writing?

➤ Personnel.

- How many people did you supervise?

➤ Clients.

- What kinds of, and how many, clients did you do business with in representing your organization?

● Whenever possible, emphasize results.

● Quantify your achievements.



What's the problem?

EMPLOYMENT HISTORY

Student Dietitian

Millersville General Hospital

- I Gathered dietary histories
- Involved in preparing menus for a hospital.
- Received "excellent" in evaluation by head dietitian

- No duration of the work.
- No location of the hospital.
- "I" should be left out.
- Passive rather than active in voice.
- Not quantify the achievements.
- Not indent appropriately

EMPLOYMENT HISTORY

Student Dietitian June-September 2016

Millersville General Hospital, Millersville, TX

- Gathered dietary histories
- Assisted in preparing menus for a 300-bed hospital.
- Received "excellent" on all seven items in evaluation by head dietitian

- When describing positions, functions, or responsibilities, **use the active voice** rather than the passive voice.
- Strong action verbs used in résumés:

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



Activities, interests and others

- Most employers want to know about special abilities that will make an individual a more valuable employee.
 - Participation in community-service organizations or volunteer work in a hospital
 - University-sanctioned activities
 - Knowledge of handling special equipment
 - Hobbies related to your career
 - Sports, esp. those that might be socially useful in professional career
 - Languages skills (beginner, intermediate, and advanced /reading, writing and speaking abilities)
 - Computer skills (hardware, software, languages, and operating systems; certifications)
 - Awards or honors received
- Include only information that the employer will find useful, and that casts the candidate a favorable light.
- Do not include activities that might create a negative impression.



References

- Those people who are willing to speak or write on your behalf are called **references**.
- Potential employers will want to learn more about you from your professors and previous employers.
- Choose only 3 or 4 people who combine the best elements of familiarity with the work and a credible position.
- A reference from a celebrity who barely knows you is not as good as one from an obscure person who has worked closely with you.
- Do get permission beforehand from the people listed as references.
- This section should always be the last one in a résumé.
- For space and privacy considerations, simply include “**References available upon request**” on the résumé and supply the names only when and if asked for.



Reference page

Samantha Breveux		5986 Center Street Boise, ID 83703 208.555.8693 sbreveux@gmail.com
Professional References		
Dr. Dale Cletis Professor of English Boise State University Boise, ID 83725 208.555.2637 dcletis@boisestate.edu	Dr. Cletis was my instructor in three literature courses, as well as my adviser.	
Dr. Miriam Finkelstein Professor of Economics Boise State University Boise, ID 83725 208.555.9375 mfinkel@boisestate.edu	Dr. Finkelstein encouraged me to study for a minor in economics, which I did. She was my instructor in two courses.	
Dr. Charles Tristan Professor of English Boise State University Boise, ID 83725 208.555.1355 ctristan@boisestate.edu	Dr. Tristan, my instructor in two courses, encouraged me to study abroad. I spent my junior year in Paris.	
Personal References		
Mr. Heiko Yamamoto Yamamoto Paving 1450 Industrial Drive Eagle, ID 83467 208.555.2387 heiko@yamamotopaving.com	For three summers, beginning after my high-school graduation, I worked in Mr. Yamamoto's office as a bookkeeper.	
Mr. Paul Engels Yellow House Literary Cabin 1877 Capitol Boulevard Boise, ID 83703 208.555.3827 pengels@yellowhouse.org	I volunteered my services writing and distributing press releases and advertising for the Yellow House Literary Cabin.	
Martha Cummings, RN St. Luke's Regional Medical Center 322 Bannock Street Boise, ID 83604 208.555.3489 mcummings@stlukesmc.org	For many years, my family has trained service dogs for hospital visitations. I worked with Ms. Cummings during high school and my first two years in college in helping other service-dog trainers.	

- Once having secured the references' permission to list them, create a reference page.
- This page begins with the name and contact information just as presented on the top of the résumé.
- Some job applicants add, for each reference, a sentence or two describing their relationship with the reference.



Questions for review

- Does the résumé have a professional appearance, with generous margins, a balanced layout, adequate white space, and effective indentation?
 - Is the résumé honest?
 - Is the résumé free of errors?
 - Does the identifying information contain your name, address(es), phone number(s), and e-mail address(es)?
 - Does the résumé include a clear statement of your job objectives or a summary of your qualifications?
 - Does the education section include your degree, your institution and its location, and your (anticipated) date of graduation, as well as any other information that will help a reader appreciate your qualifications?
-
- Does the employment section include, for each job, the dates of employment, the organization's name and location, and (if you are writing a chronological résumé) your position or title, as well as a description of your duties and accomplishments?
 - Does the interests-and-activities section include relevant hobbies or activities, including extracurricular interests?
 - Does the references section include the names, job titles, organizations, mailing addresses, and phone numbers of three or four references?
 - Does the résumé include any other appropriate sections, such as skills and abilities, military service, language abilities, or willingness to relocate?

Sample Cover letter

John Donaldson

8 Sue Circle, Smithtown, CA 08067 · 909-555-5555 · john.donaldson@emailexample.com

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

