Columbia Greene Works….

RESUMES THAT WORK!

Columbia-Greene Workforce New York

Put us to work for you

Resumes That Work

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THE JOB APPLICATION

When you are applying for a job in person or going to an interview, you will be asked to fill out an application. To take the stress out of this task, have a "cheat sheet" with you. The easiest way to create a cheat sheet is to complete a sample job application. The cheat sheet should have all the relevant information that you may need, and you should be sure that everything is spelled correctly. Refer to page 3.

Job Application Tips:

1. Print, do not write. Printing is much easier to read. Use your best penmanship.
2. Use a pen, not a pencil.
3. Neatness counts. A neat looking application says that you take pride in your work. A sloppy application with lots of crossed out information and mistakes says you're a sloppy worker.
4. Answer every question. However if a question bothers you, write "will explain at interview". If a question doesn't apply to you, write "n.a" (not applicable) do not leave blank.
5. Under position desired, do not say "anything", you look desperate. It is OK to use general categories i.e. office, customer service, maintenance.
6. Do not give an expected salary. You may price yourself out of the job if it's too large. Instead write "salary requirements are flexible based on the benefit package". Research wages on http://www.columbiagreeneworks.org/labor_mart_info_js.htm and/or the company website.
7. Be accurate. Make sure all names are spelled correctly and all addresses, telephone numbers and dates are correct. An inaccurate application says that you are an inaccurate worker.
8. Make sure your reason for leaving each job is a good one. Managers hate quitters ie. moved, left for a full time job, left for a position with more responsibility.
9. Under the Special Skills section always include something, for example you could say you are "proficient in Microsoft Word and Excel" or you can list tools/machinery you have experience using; or you can include licenses or certifications you may have. You may also include special qualities that you have, like you are a hard worker, a quick learner and will show up every day. Be prepared to demonstrate how you have the skills you have listed.
10. Ask permission to use a person's name before you offer him/her as a reference.
11. Do not lie about anything on your job application. You may be lying about an issue that would not actually prevent you from getting the job. However, if you lie and you get hired, and the employer finds out about your lie, you can be sure you will be fired.
12. Don't forget to sign and date the application after you read the agreement.

APPLICATION REFERENCE SHEET

Name:			**Work Experience**		
Mailing Address:			List your last 3 jobs, beginning with the most recent:		
			Employer:		
			Address		
Home Phone #:			Start Date:		End Date:
Social Security #:			Supervisor's Name:		
Education			Phone Number		Rate of Pay:
Name of School:			Job Title:		
School Address:			Job Duties		
Start Date:	End Date:				
Highest Grade Completed:			Reason for Leaving:		
Special Courses: (that relate to job you are applying)			**Employer:**		
			Address:		
Name of School:			Start Date:		End Date:
School Address:			Supervisor's Name:		
Start Date:	End Date:		Phone Number:		Rate of Pay:
Highest Grade Completed:			Job Title:		
Special Courses: (that relate to job you are applying)			Job Duties		
References: Please list 3 references, their phone numbers and addresses (not including relatives):			Reason for Leaving:		
			Employer:		
			Address		
			Start Date:		End Date
			Supervisor's Name:		
			Phone Number:		Rate of Pay
			Job Title:		
			Job Duties:		
			Reason for Leaving:		

A WORD ABOUT REFERENCES

Almost all employers want you to supply them with three references, keep the following points in mind.

- Do not provide a reference that is related to you.
- Provide a reference that is working and has a way to be easily contacted.
- Use former supervisors, coworkers, friends, landlords, or connections you have made with community groups and churches.
- Ask/Let the reference person know that you are using him for reference. Remind/update the reference on your recent work experience, new skills or training you have attended.
- Prepare the reference and tell them what you would like them to say.
- Often employers do not provide references. Try to get copies of your past evaluations or any positive feedback you may have received before you leave the job i.e. thank you notes from customers, emails etc.

In the Future:

- Save copies of awards, thank you notes, supervisor emails "a job well done", performance evaluations etc. In other words - collect documentation of all the great achievements you have had on the job, bring them home and save them all!

PREPARING A RESUME

THE RESUME

The resume is a tool with only one purpose - to generate a job interview. A resume is a concise, written summary of your skills and special talents and it must immediately make a good impression on the reader.

The process of creating a resume can also help you clarify your employment goals and your qualifications. This should help you boost your confidence and make talking about your skills in an interview setting a more comfortable experience.

Think of the resume as a list of reasons why you are qualified for the job …it is not your life history.

THE RESUME SHOULD CONTAIN TWO TYPES OF INFORMATION:

1. A clear picture of your skills, work history, education, and career goals.
2. Specific information that shows how your skills, education, work history, and past job achievements relate to the requirements of the position for which you are applying.

MOST RESUME STYLES ARE BASED ON VARIATIONS OF ONE OF THREE FORMATS:

1. **Reverse chronological** – This format is used when all of the jobs you have had are related to the type of job you want to get.
2. **Functional** – This format is used when your work history is limited (recent graduate, homemaker returning to work, etc.)
3. **Combination** – This format is a combination of a Chronological and a Functional resume and is used if you are making any type of career change, or if you have a work history that includes different occupations.

The key to writing an effective resume and choosing the right format is to emphasize your strengths and de-emphasize your weaknesses as they relate to the job you want to get. You should also keep in mind that a resume is not a history of your life but a marketing piece about you that includes only the information that will create interest and persuade a particular employer to contact you for an interview.

Before resume writing, focus on the job you are interested in and ask yourself these questions:

1. What would make someone the perfect candidate for this job?
2. What special abilities would this person have?
3. What does the employer really want? Focus on their needs, not yours. If you are unsure get clues from:
   - The help wanted ad you are answering.
   - Reviewing similar job descriptions (you can find many examples through the career planning section of our web site).
   - People you know who work in the same field.

By answering the above questions, you can write your resume with a focus on addressing the employer's real needs. Your job is to convey to the employer that you are the person they want to hire.

SIX KEYS TO RESUME PREPARATION

Employers will say that there are six keys to effective resume preparation, and that if you fail to address these keys, your prospects of gaining an interview with the company are slim.

1. The first key to effective resume preparation is to **target a position** you are qualified for. Be careful of stating the unattainable as your job objective. A person who has just earned an associate of science degree in office administration is not likely to be considered for the position of vice president of management and budget, so don't state that objective. Reach for something that is more realistic. For example, this person's objective could be entry-level data processing with advancement to office management.

2. The second key is to **highlight important information**. The average potential employer will probably spend no more than one minute (usually less) deciding if your resume should be tossed in the trash, or if it merits a closer look. The easiest way to guarantee that your resume won't be read is to make it difficult for the employer to find what she is looking for. Make sure your important information is at the top, not buried and devote more space to the most important points. You can do to draw attention to important information by using boldface, CAPITAL LETTERS, underline, italics, or even use larger type styles for emphasis, this is especially good for your résumé's headings.

3. The third key is to **be specific**. Be blunt. Explain exactly what you did in your previous jobs and use numbers to provide detail. Then, more importantly in your cover letter tell the potential employers how what you did in the past will help their companies.

4. And the fourth key is to **be correct in your grammar and spelling**. In a 2007 survey from Career Builder, 63% of hiring managers said spelling errors were the most frequent errors found in resumes. This is the worst type of error because they are the most easily avoided. Have several people proofread your resume, cover letter and even your envelope before mailing them. Don't rely solely on the spell checker. It can't tell you that you should have written launch when in fact you typed lunch. Be especially sure to have the potential employer's name and company name correct.

5. Think **keywords**! Be sure keywords relevant to your business are included in your resume. Include anything that is important to the job. This way when an employer conducts a computerized resume search your resume will be selected when relevant words specific to your business are matched to your resume. (ie. America's Job Exchange- Resume Scout)

6. **Prove your skills**, demonstrate how you have a particular skill, **focus on achievements and results**. Stay away from vague phases, if possible use brief examples. Beware of ambitious, detailed oriented, creative, flexible, well organized etc.
   Instead of: Experienced in a fast paced environment.
   Try: Registered 100 third shift emergency room patients per night.
   Instead of: Volunteered and helped out with a local fundraiser.
   Try: Assisted in raising 25% more money for the Food Pantry fundraiser through developing creative sales methods. Increased business sponsorship an additional 15% from the previous year.

RESUME CONTENT

No matter what format you choose to use, your resume should include the following sections. (The order of the sections and the amount of detail in each section will determine your résumé's format):

- **Heading:** Name, mailing address, phone/cell number and email (professional address.)
- **Career Objective:** The actual job title or the type of position for which you are applying. It should be straightforward and simple; this will target your resume and show you are clear about what you want.
    - Example: To obtain a position as a computer technician, providing "help desk" services to employees in a medium to large company.
- **Summary or Summary of Qualifications:** Consists of several concise, bulleted statements that focus the reader's attention on the most important qualities, achievements and abilities you have to offer. This is a great way to catch the employer's attention.

  Examples may include:

    - A summary of the number of years you have worked/volunteered in the specific field or industry for which you are applying:
        - Over 10 years of experience in public relations and promotions.
    - Education or special training in your chosen field.
    - Your best accomplishments that supports or relates to your objective.
    - A list of the skills, talents or special knowledge you have that may not be a requirement for the job, but can provide benefits to your employer:
        - Proficient in the use of Microsoft Office, including Word, Excel, Power Point and Outlook.
        - Ability to speak and read Spanish.
        - Posses CDL Class B license.
    - Highlights of personal and professional characteristics you have that fit with the job:
        - Especially skilled at building productive working relationships with co-workers and customers.
        - Extremely energetic with a gift for solving complex problems.
        - Committed to excellence, with the ability to follow-through on all projects.

- **Skills & Abilities:** A skills based resume will include usually 3 skill categories that relate to the job objective. Examples of specific skills and achievements from work/volunteer experience are listed under each skill section.
- **Work Experience or Professional History:** In this section you provide the evidence to support your summary. You should outline your job history in reverse chronological order, listing your most recent job first. List employment no longer than 10-15 years ago, (older skills can be listed in the skill section.) For each job, provide the following information:
    - Name of the Company, City, State. (Do not include exact address or phone number).
    - Start Date and End Date of your employment.
        - If you worked at the job longer than a year, then don't list the month, just the years: (1999 – 2004).
        - If you list a summer job you had while in school then list, Summer 2003.

        - If you worked at a job for only a few months because it was a bad experience and you either quit or got fired, then consider not listing that job. Only list it if it leaves too large a gap between jobs (more than nine months to a year).
    - Job Title: If you had more than one job with the same company, list the last job you had with that company first, and continue the list backwards.
    - Brief Job Description (this information may be included under the skills section) and specific lists of accomplishments for each job title. Make sure to include examples of results that you produced that benefited this employer. Employers want to see measurable, quantifiable achievements. Examples:
        - Responsible for supervising six workers on a manufacturing production line.
        - During first year, assisted in implementing lean manufacturing principles, increasing production by 20% and cutting costs 30%.

- **Military Experience:** State your occupational specialty, commendations and rank.
- **Educational Background:** Do not bother with this section if you do not have any post-secondary (beyond High School) education. However, you should include an education section if you have attended a trade school, an apprenticeship program, military education, or college. (If you are a recent graduate, with limited work experience, you may want to place the Education Section before the Work History Section). Provide the following information:
    - Name of school and the City and State in which it is located.
    - The degree or certificate earned, and any licenses received.
    - Major field of study and Grade Point Average (GPA) if over a 3.2 on a scale of 4.0
    - List any awards or honors received.
    - **Note:** If you are a recent graduate and your education included an internship, you should list it under the work experience section, but you should also identify it as an internship.
- **Professional Affiliations:** Include only those that are current and relevant.
- **References:** "Available upon request," is optional and may be included at the end of the resume. Do not include actual names and phone numbers of references on the resume.

Additional Resume Tips:

- Keep it short and simple, preferably one page. If you can keep the reader interested in relevant information for more than one page and have excellent experience that cannot fit on one page, then go to a second page. No matter how qualified you are your resume should not go over two pages.
- Remember, a resume is about well-chosen words and is always a work in progress, which may need to be revised for different jobs.
- Give the page a "clean" and "easy to scan" look.
- Use an easy to read typeface such as Arial or Tahoma and keep a one-inch margin.
- Do not include salary or personal information i.e. age, children etc.
- Proofread, proofread, and proofread. There should be no spelling or grammatical errors.
- If you lack work experience be sure to include volunteer activities i.e. clubs, membership etc.
- Be as specific as possible when stressing accomplishments i.e. trained number of staff, increased productivity numbers, perfect attendance.

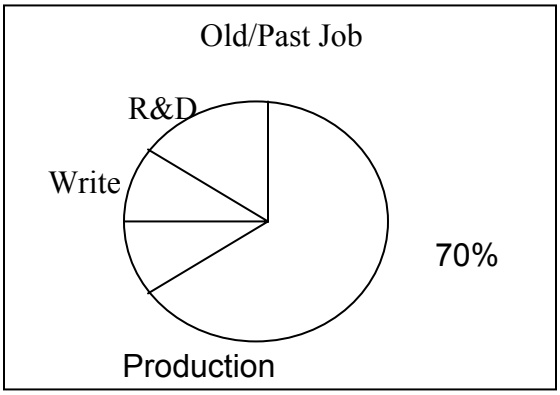
RESUME WRITING IDEAS
SPACE ALLOCATION CONCEPT
Design the Resume to Repackage the Job Seeker

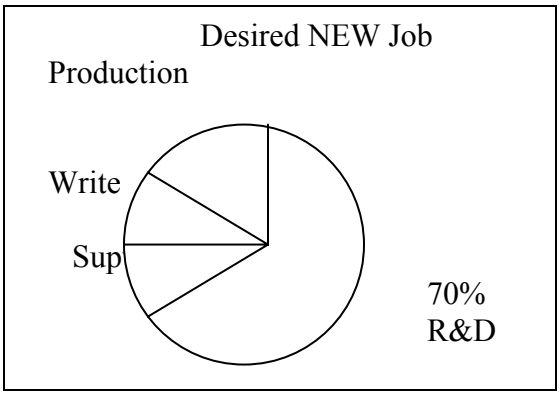
CONCEPT
Allocate space on the resume to reflect the priorities of the NEW JOB; document the specific skills used in THAT job, reflecting the proportion of time each of those skills are to be used.

EXAMPLE:
Bill's OLD (prior or current) job involved MOSTLY production work and relatively little R & D, which he really loves and is very skilled. He also did some supervision and report-writing, and is willing to continue to do about the same amount of that BUT he wants to do MOSTLY R & D in his next job (say 70% of the time), and NO production.

Bill's NEW resume, then, should reflect his NEW priorities. We'll allocate about 70% of the space to talk about his R & D experience and accomplishments, another 30% to Supervision and Report Writing, and nearly zero % to production even though it accounted for 70% of his time on the last job.

Bill Jones





R&D
•Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
•Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
•Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
•Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
•Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
•Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
•Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
•Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
•Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Supervision
•Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
•Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
•Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Report Writing
•Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
•Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Work History

Xxxx	**xxxxxxxxxxxxxxxx**	**xxxxx**
Xxxx	**xxxxxxxxxxxxxxxx**	**xxxxx**

Education
xxxxxxxxxxxxxxxxxx

SENDING RESUMES & COVER LETTERS

Resumes and cover letters can be mailed, faxed, e-mailed, or submitted through an employer's website. If possible, resumes and cover letters should be sent to the person with the power to hire you and you should make sure that their name and title are current and spelled correctly.

Mailing: The print version resume should be printed clearly on good quality light colored paper (white, beige or light gray) and always include a cover letter. This is the version with bullets, lists, italicized text, highlights and is ready to print, mail or hand to potential employers. Be sure to have the proper postage on the envelope.

Faxing: Resumes and cover letters should be faxed on white plain paper and can include a basic Fax cover sheet that includes the date, to whom the fax will be sent, your name and phone number and the number of pages in the fax. Include your name on each page that is faxed.

On-Line - the Internet Ready Resume: In order to submit you resume online (i.e., through an employer's website), you do not need to create a different resume. You may need to change the format of your resume to make it easy to "upload" through a web page, "copy and paste" into an online resume form, or e-mail to employers. If your resume is well written, it will have all the necessary key words in it, whether it is being scanned into a resume system, searched online or read on paper by a "live person."

E-mail: Resumes and cover letters can be sent via email as an attachment in Microsoft Word or copying and pasting the resume into the e-mail message. Make the e-mail message short and concise, introducing yourself very briefly and the job you are applying for and direct the recipient's attention to the attached cover letter and resume. ("Please see attached files for my full cover letter and resume.") It is very important to fill in the "Subject" line of the e-mail and use the Job Title or Job Code as requested. If sent as an attachment, your original format may stay intact. E-mail your resume to a friend first to see how it looks, as even an attachment can have it's format changed.

Some employers request that your resume be sent in the body of the e-mail as their company policy may prevent attachments from being opened. If you copy and paste your resume into the body of an e-mail, you will need a text only or plain text version. A plain text version is your resume without any fancy formatting (This means that you eliminate bold, italic, or underline text, as well as bullets, etc.) Before e-mailing to an employer, it is a good idea to send it to yourself or a friend so that you can check its appearance online.

Posting Online: This is just one more way to seek jobs. The text only resume version is ready to copy and paste into online forms or post in online resume databases. Do not rely on posting your resume online as your primary job search method. A very small percentage of jobseekers actually obtain jobs this way and often spend a large amount of time doing this. Be selective where you post your resume and be cautious regarding privacy issues.

"Making Your Resume Scanner-Friendly"

Some large companies now use a computer program such as Resumix to electronically scan applicants' resumes into a computer database. For the company, it's much cheaper and easier to file all those resumes in the computer—because they can later search them electronically for certain key words and quickly identify applicants qualified for a particular job opening. (The computer ignores all the resumes that don't contain the right key words.)

But resume scanning can work for YOU as well as for the employer. You can call the company and find out, *before* submitting your resume, whether they use an electronic resume scanner. If they say "yes" then you need to be sure YOUR resume contains all the "magic words" their computer is programmed to search for.

But what ARE those magic words? Exactly what the computer looks for depends on the job opening, and you can find most of the "magic words" in the company's job description or classified ad for that job.

Take a red pencil and circle all the KEY WORDS that describe the qualifications, experience, skills and any other requirements for the job. *Then, make sure all those* KEY WORDS *show up on your resume.* It's best to work those KEY WORDS into your 'juicy one-liners" that describe your accomplishments.

But just to be SURE you've covered the bases, you could add a paragraph at the bottom of your resume called "KEY WORDS" where you put ALL the key words (and even the *variations* of all the key words) that appear in the job description *and also are true about you and your experience.* In this Key Word paragraph you can apply a policy of "More is Better," and include all your industry jargon and buzz words. *If in doubt, put* it *in!* It won't hurt to have too many key words (computers don't get bored), but it *might* hurt to have too few.

Finally, to be sure your resume is truly "scanner-friendly"—meaning the computer has no trouble reading it accurately—make these changes:

In the key-word section...

- Separate the key words with periods or commas
- Make sure all the key words are NOUNS for example:
  Purchasing, Raw Materials, Electronic Components, Manager, Amplifier Circuit, AAS Degree in Electronics, Technology, Bookkeeper, General Accounting, Lotus 1-2-3, Drafting, Blueprints. Product Development, OSHA, Training, Freight Operations, HVAC, etc.

*Since your resume may be full of action VERBS (managed, developed, purchased) the NOUNS in your Key Word paragraph may be just what's needed to satisfy the scanner's search criteria.

DYNAMO WORD LIST

ACHIEVED
ACTED
ADDRESSED
ADJUSTED
ADMINISTERED
ADVISED
ALLOCATED
ANALYZED
APPLIED
APPRAISED
APPROVED
ARBITRATED
ARRANGED
ASSISTED
ATTAINED
AUDITED
BALANCED
BUDGETED
BUILT
CALCULATED
CATALOGUED
CHAIRED
CHARTED
CLASSIFIED
CLARIFIED
COLLABORATED
COLLECTED
COMMUNICATED
COMPARED
COMPILED
COMPLETED
COMPOSED
COMPUTED
CONDUCTED
CONSOLIDATED
CONSTRUCTED
CONSULTED
CONTRACTED
CONTROLLED
CONVINCED
COORDINATED
CORRESPONDED
COUNSELED
CREATED
CRITIQUED
DECREASED
DELEGATED
DELIVERED
DESIGNATED
DESIGNED
DETERMINED
DEVELOPED
DEVISED
DIAGNOSED
DIRECTED
DISCOVERED
DISPATCHED
DISPROVED
DISTRIBUTED
DRAFTED
ELIMINATED
ENLARGED
ENLISTED
ESTABLISHED
EVALUATED
EXAMINED
EXECUTED
EXPANDED
FORMULATED
FOUNDED
FORECASTED
GATHERED
GENERATED
GUIDED
HEADED
IDENTIFIED
IMPLEMENTED
IMPROVED
INCREASED
INFLUENCED
INITIATED
INSPECTED
INSTITUTED
INSTRUCTED
INTERPRETED
INTRODUCED
INVENTED
ISSUED
JUSTIFIED
LAUNCHED
LECTURED
LED
LITIGATED
LOBBIED
MADE
MAINTAINED
MANAGED
MARKETED
MEDIATED
MODERATED
MODIFIED
MONITORED
NEGOTIATED
OBTAINED
ORGANIZED
OVERHAULED
PERFORMED
PERSUADED
PLANNED
PREPARED
PRESENTED
PROCESSED
PRODUCED
PROGRAMMED
PROJECTED
PROMOTED
PROPOSED
PROVIDED
PUBLICIZED
PURCHASED
RECOMMENDED
RECONCILED
RECORDED
RECRUITED
REDUCED
REFERRED
REORGANIZED
REPLACED
REPORTED
REPRESENTED
RESEARCHED
RESTORED
RETRIEVED
REVIEWED
REVISED
REORGANIZED
REGULATED
RESOLVED
RESTORED
SCHEDULED
SCREENED
SELECTED
SERVED
SOLD
SOLVED
SPEARHEADED
SPECIFIED
SPOKE
SUPERVISED
SUPPLIED
SYSTEMATIZED
TABULATED
TAUGHT
TESTED
TRACED
TRAINED
TRANSFORMED
TRANSLATED
UPDATED
UTILIZED
VALIDATED
WON
WROTE

FUNCTIONAL/SKILLS BASED RESUME WORKSHEET

--Use this "functional resume" worksheet is helpful if you are changing fields or have major gaps in your work history—

PLEASE PRINT- Use Pencil - PLEASE PRINT

Name _____

Address _____ (Number & Street) _____(City, State, ZIP)

Telephone & Email _____

Job Objective (note the type of work are you looking for): _____

Summary of Qualifications

- _____
  (How much experience in this line of work?)
- _____
  (Training or education in this line of work.)
- _____
  (A special accomplishment or recognition.)
- _____
  (Your key skills, talents, special knowledge.)
- _____
  (Something about your attitude or work ethics.)

Skills & Abilities (or Relevant Experience)

_____

Major skill (or function) related to job objective

_____
An accomplishment or activity that illustrates this skill

_____
Another…

_____
Another…

_____

Another major skill (or function) related to job objective

_____
An accomplishment or activity that illustrates this skill

_____
Another…

_____
Another…

_____

Another major skill (or function) related to job objective

_____
An accomplishment or activity that illustrates this skill

_____
Another…

_____
Another…

WORK HISTORY (Can include unpaid work)

Job title	Company	City	State	Year – Year
Job title	Company	City	State	Year – Year
Job title	Company	City	State	Year – Year
Job title	Company	City	State	Year – Year
Job title	Company	City	State	Year – Year

EDUCATION & TRAINING

Degree / Certificate *I* Coursework	School	State	Year
Degree / Certificate *I* Coursework	School	State	Year
Degree / Certificate / Coursework	School	State	Year

PROFESSIONAL AFFILIATIONS
(optional heading, if needed)

COMMUNITY SERVICE
(optional heading, if needed)

Helpful Hints about stating your Job Objective:

- Use the employer's actual Job Title (whenever that's known) as your Job Objective.
- Keep the job objective EMPLOYER-oriented (not me oriented); i.e., what role you're available to play for the company.
- Keep it brief (say, 6-8 words) and sharply focused.

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CHRONOLOGICAL RESUME WORKSHEET

PLEASE PRINT - Use Pencil – PLEASE PRINT CLEARLY

Name _____

Address _____ (Number & Street) _____(City, State, ZIP)

Telephone & Email _____

Job Objective (note the type of work are you looking for): _____

Qualifications (or Summary Profile)

- _____
  (How much experience in this line of work?)
- _____
  (Training or education in this line of work.)
- _____
  (A special accomplishment or recognition.)
- _____
  (Your key skills, talents, special knowledge.)
- _____
  (Something about your attitude or work ethics.)

EMPLOYMENT HISTORY

(or professional experience, can include unpaid work if needed to fill a gap)

_____ _____ _____ _____ _____

Job Title Company City State Year-Year

- _____
  A brief one or two line summary of your essential role/duties/responsibilities in this job
- _____
  An accomplishment from this job that illustrates the kind of good work you could do for your new employer
- _____
  Another accomplishment or activity from this job that illustrates the kind of good work you could do for your new employer
- _____
  Another accomplishment or activity from this job that illustrates the kind of good work you could do for your new employer

_____ _____ _____ _____ _____

Job Title Company City State Year-Year

- _____
  A brief one or two line summary of your essential role/duties/responsibilities in this job
- _____
  An accomplishment from this job that illustrates the kind of good work you could do for your new employer
- _____
  Another accomplishment or activity from this job that illustrates the kind of good work you could do for your new employer
- _____
  Another accomplishment or activity from this job that illustrates the kind of good work you could do for your new employer

MORE EMPLOYMENT HISTORY

Job Title **Company** **City** **State** **Year-Year**

- _____
  A brief one or two line summary of your essential role/duties/responsibilities in this job
- _____
  An accomplishment from this job that illustrates the kind of good work you could do for your new employer
- _____
  Another accomplishment or activity from this job that illustrates the kind of good work you could do for your new employer
- _____
  Another accomplishment or activity from this job that illustrates the kind of good work you could do for your new employer

Job Title **Company** **City** **State** **Year-Year**

- _____
  A brief one or two line summary of your essential role/duties/responsibilities in this job
- _____
  An accomplishment from this job that illustrates the kind of good work you could do for your new employer
- _____
  Another accomplishment or activity from this job that illustrates the kind of good work you could do for your new employer
- _____
  Another accomplishment or activity from this job that illustrates the kind of good work you could do for your new employer

Job Title **Company** **City** **State** **Year-Year**

- _____
  A brief one or two line summary of your essential role/duties/responsibilities in this job
- _____
  An accomplishment from this job that illustrates the kind of good work you could do for your new employer
- _____
  Another accomplishment or activity from this job that illustrates the kind of good work you could do for your new employer
- _____
  Another accomplishment or activity from this job that illustrates the kind of good work you could do for your new employer

EDUCATION & TRAINING

Degree / Certificate *I* Coursework **School** **State** **Year**

Degree / Certificate *I* Coursework **School** **State** **Year**

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THE COVER LETTER

A cover letter is a letter you send with your resume. It is your introduction to the employer and its purpose is to tell the employer the job you are applying for and to convince the employer to take the time to read your resume. The letter should be fairly short and to the point. You need to keep in mind that the quality of the letter will be considered by the employer, so it must be grammatically correct with no spelling or typing errors.

A cover letter should be professional in appearance, straightforward, error-free and typed neatly on high quality paper. If you are faxing a resume, a cover letter should always accompany it.

You must customize each letter for the specific job to which you are applying. The letter should sum up what you have to offer and provide an introduction to your resume. The cover letter should follow a standard business letter format. Essential elements include:

Send it to someone by name: Get the name of the person who is most likely to supervise you, use the Business Directory or the Employer Locator. Call first to get an interview. Then send your letter and resume. If names cannot be obtained, address to: Hiring Manager, Human Resource Director, Hiring Committee, or appropriate title.

Get it right: Make sure you spell their name correctly and use their correct title. Any error in spelling or grammar will create a poor impression.

Be clear about what you want: If you want an interview, ask for it. If you are interested in that organization, say so. Give clear reasons why they should consider you.

Be friendly: A professional, informal style is usually best. Avoid a hard-sell "Hire me now!" approach. No one likes to be pushed.

Make it look good: Just as with a resume, any correspondence to an employer must look good. Use good quality paper and matching envelopes. A standard business format is good for most letters. All correspondence should be done on computer with a quality printer.

Target your letter: Typical reasons for sending a cover letter include: responding to an ad, preparing an employer for an interview (the best reason), and following up after a phone call or interview. Each of these letters will be different.

Follow up: Remember that contacting an employer directly is much more effective than a letter. Don't expect a letter to get you many interviews. They are best used to follow up after you have contacted the employer.

Your Name
Street Address
City, State, Zip
(xxx) xxx-xxxx/email address

Mr. Or Ms. Hiring Person
Hiring Person's Job Title
Hiring Person's Company
Company Street Address
City, State and Zip Code

Today's date

Dear Mr. or Ms. Hiring Person:

- First paragraph: Identify the job for which you are applying. And, if it applies, explain how you heard about the job (i.e. newspaper, mutual friend, the Internet)

- Second paragraph: Explain how you can fill the company's needs. ("I feel that my _ years of experience and _____skills would make me an ideal candidate for the job.")

- The next paragraph should explain why you are the right candidate for this particular job. You should provide some specific information about your skills and then refer them to your resume for further information.

- The closing paragraph should express your enthusiasm, request an interview, and tell them how they can contact you by phone. (**Note:** When you send a resume to a company without knowing if there is an actual job opening available, then you handle the final paragraph differently. You should tell them that you will call them to follow-up, and give a specific date and time you plan to contact them.)

Sincerely,

Joseph Job Hunter
Enclosed: resume

WINWAY RESUME

Winway Resume is a software program that is available in the Career Resource Room. It is a great program that assists with developing a resume and especially helpful with the wording and the identification of skills. Winway can be used to start a resume, but often the resume is then converted into Word and revised.

Winway also has information and sample cover letters.

Directions to use Win Way:
To create a resume using the Win Way Resume program, please follow the directions below.

- Click on the Win Way icon.
- Double click in the boxed area that you want to complete.
- Complete the section with your own information and click OK. In some sections you may choose the statements that are given under "AutoWriter".

AutoWriter

You will find "AutoWriter" under the sections labeled "objective" and in the description section under "experience" and "education". This allows you to complete a section by choosing from a variety of entries.

When you click AutoWriter, as directed by the arrow, the AutoWriter screen will appear.
Click on "find" and enter the job key words as directed. Click OK.

A drop menu will appear that allows you to choose from the occupations listed.
Click and the occupation will appear in the Profession: box.
A list of possible choices will appear that allows you to chose the relevant entries by clicking on the entry and then the Insert box.
Chose as many as you want, then click Close.
Your choices will be listed on the AutoWriter Screen.
This is where you can edit your work..
When complete, click OK. It is now on your resume.

PLEASE NOTE: You may edit only while on the AutoWriter screen

When you have completed your resume, you may print it or you may save it for later use or editing by transporting it to "WORD".
To do this, click on FILE, then EXPORT, then O.K. Insert disk. The computer will ask you to name the document-use your last name and first name or initial. Click SAVE.