



Chapter 1-Section 3

Job Application Skills and Tools

Job Openings

- o Ways to find out about job openings:
 - o Contact-A person you know, a friend or relative, who tells you about a job
 - o Social Network-a group of friends and acquaintances who keep in contact and share information
 - o Job Shadowing-time spent observing a working in a type of job that interests you.
 - o Contacts you make can give you the inside track on finding out about future job openings

Job Openings (continued)

- o Ways to find out about job openings:
 - o Cooperative Work Experience-students attend classes as part of the day and then go to a job that provides supervised work
 - o Placement Centers-posts job openings at a school (college) and in the community
 - o Websites-check businesses' websites under human resources tab
 - o Job Scouts-a computer program that searches for job listings according to rules set by the user

Employment Agencies

- o Employment agency- helps job seekers find a job that for which they are qualified
- o Headhunter-an employment specialist who seeks out highly qualified people to fill upper-level positions for an employer
- o State Employment office-Government agency that helps job seekers find employment-no fees charged
- o Temp agency-provides part-time and full-time jobs on a temporary basis

Resumes

- o A personal data sheet that describes your work experience, education, skills, interests and skills.
- o There are different types of resumes:
 - o Chronological
 - o Scannable

Resume Guidelines

- o Create a Master Resume-lists everything you have every done (jobs, awards, skills) (you won't send this resume out to apply for jobs, it organizes your information to complete applications.)
- o Tailor your Master resume for each job opening
- o Keep tailored resume to 1 page
- o Keep your resume simple, attractive and easy to read
- o Carefully choose fonts, boldfacing, and spacing
- o Proofread your resume
- o Avoid bright colors, odd sizes and stained or discolored paper,
- o Use off-white professional weight paper

Resume Content

- o Include the following on your resume:
 - o Name, address, telephone number, email address
 - o Omit personal information, such as age or ethnic background
 - o List education, GPA's, areas of study and any specific courses that may apply to a job
 - o List jobs (paid and unpaid)
 - o List references (name, address, titles and phone numbers)

Scannable Resumes

- o A resume designed for easy reading by a scanner and contains key words from the career or job opening
 - o Use words that match job opening words
 - o Use a simple, standard font
 - o Use a standard page size
 - o Headings no larger than 14-point
 - o Avoid fancy fonts, italics, underlining, columns, boxes, shadows, graphics, shading vertical and horizontal lines

References

- o People who have known you for several months to a year or longer
- o Should be over 18-years of age
- o Willing to provide information about your skills, character and achievements
- o Reference letter- a statement of your character, abilities, and experiences by someone that can be relied on to give a sincere report

Cover Letter

- o Serves as an introduction of you to a prospective employer
- o Chance to briefly explain or sell your qualifications to make a good first impression
- o Should be short and direct
- o Be specific- tell the employer what you want, summarize your key qualifications or skills that make you unique

Job Application

- o A form that asks you basic questions about your background, such as your work history, education, skills, and references.
 - o Steps for completing:
 - o Write neatly
 - o Use blue or black ink
 - o Stay in the space provided
 - o Use N/A (not applicable) when you cannot answer a question to show you haven't ignored the question
 - o Proofread

Job Interview

- o A face-to-face meeting with a potential employer to discuss a job meeting
- o Prepare for your interview:
 - o Review your resume
 - o Rehearse answers for open-ended questions
 - o Arrive on time
 - o Dress appropriately
 - o Look directly at the interviewer
 - o Go alone, don't bring anyone to the interview

Follow-up

- o Contact with the prospective employer after the interview but before you are actually hired
- o A thank you letter is a form of a follow-up with an employer
- o Keep a thank you letter brief, remind the employer of your skills, send references
- o Letter should be sent within a few days of the interview