

APPLICATION – COVER LETTER – RÉSUMÉ

This packet is extremely important to anyone who expects to look for a new job at some point in their lives, and, that's all of you. The first three pieces of your work that an employer sees are your application, cover letter, and résumé so they must be perfect!

It's your life... pay attention!!!!

APPLICATION: While many companies now put their applications online, others continue to use a manually completed application as part of the interview process. You need to be prepared for this possibility by bringing with you to the interview a perfectly completed application hand printed in black ink so that you can simply transfer the information from your application to theirs. This is far more professional than having to pull everything out of your purse or wallet and asking for the use of their telephone books!

COVER LETTER: This is the equivalent of the world's best fishing fly. It is designed to tell the company which position interests you, why the company itself is a place you want to work, and how your experience fits their needs. This is a 'here's what I can do for you and why I want to do it' letter. Nothing more! You must research the company to write this letter effectively. Do everything you can to find out the name of the person who will be doing the hiring, how to spell his/her name, and address the letter accordingly. If you have only a general email address, use no salutation at all. It's better to go without than to use 'To Whom It May Concern' or 'Dear Sir or Madam.'

RÉSUMÉ: Use the '60-SECOND, EMPLOYER-FRIENDLY RÉSUMÉ FORMAT' that follows. This is unorthodox yet has been proven to be extremely effective. Employers today give a résumé 15 to 60 seconds of their attention, so follow the format! No pronouns, no 'ands,' no periods, no complete sentences! This is a way to write a résumé that you can tweak and use the rest of your life, and it is an outstanding way to understand all of the positive character traits and skills that you bring with you to a new company and to show what you have already accomplished! As college students, you tend to not give yourselves credit for everything you have done. We'll work on that...

Call or email me if you have any questions or want help.

You're the reason I'm here, so please make use of my experience and expertise.

*Kammy McCleery 103D Oswald Building, Cooper Campus
246-6533 kammy.mccleery@kctcs.edu*



Complete this application by following these steps:

1. Gather and organize all employment information.
2. Make several copies of application. Practice filling it out by hand until you can do it without arrows, crossouts, smears or going outside the boxes.
3. For final draft: submit application neatly printed in black ink. It should be perfect.

Employment Application

PLEASE NOTE: Complete all parts of the application. If your application is incomplete, or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write N/A.

| PERSONAL CONTACT INFORMATION | |
|--|--|
| Name(First MI Last) | Social Security or Driver's License # |
| Mailing Address | |
| City, State Zip Code | |
| Home Phone | Message Phone |
| E-mail Address @ | May we contact you by e-mail? <input type="checkbox"/> Yes <input type="checkbox"/> No |

| ADDITIONAL INFORMATION |
|---|
| Have you been employed by this organization in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| I certify that I am in compliance with the provision of the Selective Service Act (Draft Registration) ** <input type="checkbox"/> Yes <input type="checkbox"/> No |
| I certify that I am a US citizen, permanent resident, or a foreign national with authorization to work in the United States. ** <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony? ** <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: _____ _____ |
| ** These questions must be answered in order to be considered for employment |

| EDUCATION | | | |
|---|------|------------------------|-------------------|
| (Schools attended or special training received - Start with your most recent schooling & work backwards!) | | | |
| School | From | To | Did you graduate? |
| | / | / | |
| Location | | Type of degree/diploma | |
| School | From | To | Did you graduate? |
| | / | / | |
| Location | | Type of degree/diploma | |
| School | From | To | Did you graduate? |
| | / | / | |
| Location | | Type of degree/diploma | |

| WORK HISTORY | | | | |
|---|--------|-------|------------|---|
| (START WITH PRESENT OR LAST POSITION) | | | | |
| Job Title | From / | To / | Hrs/Week | Employer |
| Address | | Phone | Supervisor | May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Job Duties: : NOTE: Never put 'See Résumé' on an application... It is considered extremely lazy. | | | | |
| Reason for leaving: | | | | |

| | | | | |
|---------------------|--------|-------|------------|---|
| Job Title | From / | To / | Hrs/Week | Employer |
| Address | | Phone | Supervisor | May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Job Duties: | | | | |
| Reason for leaving: | | | | |

| | | | | |
|---------------------|--------|-------|------------|---|
| Job Title | From / | To / | Hrs/Week | Employer |
| Address | | Phone | Supervisor | May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Job Duties: | | | | |
| Reason for leaving: | | | | |

| How did you find out about this position? | | | | |
|---|---|---|---|--------------------------------------|
| <input type="checkbox"/> Recruiter | <input type="checkbox"/> Newspaper Ad | <input type="checkbox"/> Career Fair | <input type="checkbox"/> State website | <input type="checkbox"/> Job Service |
| <input type="checkbox"/> Current Employee | <input type="checkbox"/> Internet Source | <input type="checkbox"/> Personal Inquiry | <input type="checkbox"/> Prof. Org. website | <input type="checkbox"/> Radio/TV Ad |
| <input type="checkbox"/> Monster.com | <input type="checkbox"/> University/College | <input type="checkbox"/> Company Newsletter | <input type="checkbox"/> Other source: | |

| Job Type or Shift Desired | | | | |
|------------------------------------|------------------------------------|--|------------------------------------|----------------------------------|
| <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time | <input type="checkbox"/> Permanent | <input type="checkbox"/> Temporary | <input type="checkbox"/> 6 month |
| <input type="checkbox"/> 9 month | <input type="checkbox"/> Seasonal | <input type="checkbox"/> Limited Service | <input type="checkbox"/> Shift | <input type="checkbox"/> Night |

| | |
|-----------|-------------|
| Signature | Date / / |
|-----------|-------------|

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment with this company terminated.

Seven Secrets to a Great Cover Letter – www.careers.msn.com

Aside from a résumé, your cover letter is the most important job searching tool you have. A cover letter introduces you to potential employers and gives you the opportunity to draw the reader's attention to particular skills and experiences. Done right, a cover letter can move your résumé to the top of the pile. If you are not sure how to make your cover letter stand out, here are seven secrets that will get you started in the right direction.

1. Make it personal. Do not address a cover letter to a generic being, such as "hiring manager." Get the name of the hiring officer. Call the company - ask to whom to send your résumé. Also ask current employees or check the corporate Web site. Putting a real name on your letter will make it look more like important and less like junk mail. *Note: Find out how to spell the person's name correctly. It is the only non-digital identification left to us.*

2. Get to the point. Your cover letter should never be more than one page; and, once you include your return address and the company address, you do not have much space. That is why you need to let the reader know why you are writing immediately.

3. Show off your company knowledge. One way to get a hiring manager's attention is by demonstrating that you have done your homework. Before you start writing your letter, research the company to learn as much as you can about it. Then **use this knowledge in your letter**. Express your interest in utilizing your past experience in computer hardware networking/repair to help the company succeed.

4. Answer their prayers. You can, and should, use your letter to give the company exactly what it is looking for. This means paying attention to job postings and descriptions and advising that you have the desired skills and qualifications.

5. Show, don't just tell. One mistake many people make on cover letters is saying they have certain qualifications without including any evidence to back up their claims. Are you saying that you have strong customer service skills? **Include specific examples about those skills.** Pull out one or two specific examples from your past experience and write about them in detail in the second or third paragraph.

6. Promise to take action. Wrap up your cover letter with a promise to contact the company, and then **back up your statement with action.** Your cover letter is too important to end by just saying "I look forward to hearing from you." Take the initiative by saying, **"I will follow up with you in the next week to schedule a convenient time for us to meet."**

7. Read and read again. It's always a good idea to read it a couple more times to ensure that you do not have any typos, spelling, or grammatical errors. When you are tired of checking it, give the letter to a friend or family member to read. Sometimes, a fresh set of eyes can pick up on things that you may have missed. *Note: If your brain has made the mistake the first time, it may well think it's correct the second, third, and fourth times!*

TOP MARGIN SHOULD BE .4” WHEN USING A LETTERHEAD...

Name – Palatino Linotype - 18Bold

Tab in> Address Phone Number Email Address – 10B

(When using letterhead, be sure to center the text of your letter from the bottom of the letterhead to the bottom of the page!)

Date

Name – (Must be a specific name!)

Person’s Title

Company Name

Address1

Address2

Re: Name of Position

Dear Mr./Ms. (Last Name):

Opening Paragraph – catch attention – why you want to work for this company!

??
??
??.

Body of the letter – explain your interest – briefly elaborate on one or two points in your résumé that refer to this job – do NOT rehash your résumé

??
??
??
?

Closing paragraph – request an interview – restate your interest in working for this company

??
??
??
??.

Sincerely,

(Don’t forget to sign it in this space!!! Use your formal signature.)

Your name

Enc. – Enc. means enclosures such as your résumé – do not write résumé, just Enc.

THE 60-SECOND RÉSUMÉ FOR TODAY'S JOB MARKET

START HERE!

Use MSWord – better than templates because you can move sections without losing them!!

Go To File > Page Set Up> Margins -- TM - .7" BM - .7" LM -.9" RM -1.0" Header/Footer – 0"
(The heading – name, address, phone #s, email – should be left justified – we read left to right.)

First Name Middle Initial Last Name – 18B – (leave 2 spaces between each part of your name.)

12 point bold

Objective/Attributes: To obtain part-time employment in order to meet financial/academic obligations while attending college. *Attribute Examples:* Dependable; conscientious; team worker; positive attitude; patient; customer service oriented; highly motivated; honest; adaptable; etc.

The objective tells why you want/need to work while you're in school... it's like an equation.

List of positive attributes separated by semicolons or slashes. No pronouns allowed! Think of all the character traits that will make you a terrific employee!! Remember - Dishonesty=fraud=fired!

Computer Skills: MSOffice – Word/Excel/Access/PowerPoint; Adobe PhotoShop; Windows 95 – XP Pro; HTML; Internet Research; Email Management.

Notes on this section: First, all the programs that you know how to use, then the operating systems, then any other skills...Do NOT include courses or course numbers! Include skills!!

Always start with your most recent education/work experience... use numerical month and year for your dates (Ex. August, 2001 becomes 8/01). Give an expected graduation date, not 'Present'!

Education:

8/05 – 5/08 Bluegrass Community & Technical College, Lexington, KY

Major: Business Technology

Notes on Work Experience section: *The title of your position is done in bold because an employer is more interested in what you've done than who you worked for. Your job description uses action verbs, such as 'welded/managed/designed/delivered,' followed by followed by key words telling what you did.*

Work Experience: *again, start with your most recent work experience or one that may be ongoing*

??/?? – ??/?? **Title of your position – most recent first if you've received promotions**

Name of business, city, state

(Ex. created/implemented client website; updated client database; reconciled daily cash transactions; assisted customers with purchases to ensure satisfaction.) (No pronouns! No complete sentences! No 'my job responsibilities included'!)

??/?? - ??/??

Position

Name of business

Job description

3216 College Street #42, Lexington, KY 40503

859-xxx-xxxx

xxxxxxx@kctcs.edu

Your present address all on one line – 11B (commas after street and city, not state)

When done, use Print Preview to center résumé on the page at the top & bottom for a much more professional look. Other job search necessities are in the employment packet.

Always carry résumés/references/perfect application/directions + parking information in a plastic/leather folder that will keep them clean/unwrinkled!

Kammy McCleery 103D Oswald Building 246-6533 kammy.mccleery@kctcs.edu See you soon!

SAMPLE OF EMPLOYER FRIENDLY RÉSUMÉ

Cxxxxxx D. Jxxxxxx

Objective/Attributes: To obtain employment in order to meet financial/academic obligations while attending college. Customer-service oriented; highly motivated; reliable; positive attitude; conscientious; team worker; excellent interpersonal/communication skills; adaptable; honest/trustworthy; leadership skills; detail minded; problem solver; creative; dedicated.

These are examples only! Lying = Fraud = Fired!

Computer Skills: MSOffice – Word/Excel/Access/PowerPoint/Outlook; Corel Draw; PageMaker; Adobe PhotoShop; DreamWeaver; FrontPage; Windows 95 – XP Pro; HTML; Internet Research.

Education:

8/04 – 5/08 Bluegrass Community & Technical College, Lexington, KY
Major: Information Management & Design – Computer Office Technology

Work Experience:

4/02 – Present **Sales/Customer Service Associate - Seasonal**

Keeneland Racetrack, Inc., Lexington, KY

Staff concession stand; handle cash transactions; reconcile cash drawer daily; assist visitors/customers with menu selections/directions/questions; work hard to ensure highest standards of customer satisfaction/visitors needs are met.

12/00 – 2/02 **Telephone Call Center**

Telequest, Lexington, KY

Assisted customers by verifying phone service changes; answered questions; resolved concerns; worked hard to ensure customer satisfaction.

7/98 – 9/00 **Home Electronics Manager/Merchandiser/Supervisor/Pricing Clerk**

K-Mart, Inc., Lexington, KY

Assisted customers with questions/concerns/complaints/problem solutions; supervised/motivated/trained three employees; ordered new/replacement merchandise as necessary; created new marketing plans/merchandise displays; maintained/updated department inventory weekly; handled cash/check/credit transactions; reconciled cash drawer daily; entered inventories/order corrections into store database; updated/maintained price changes.

3216 College Street #42, Lexington, KY 40503

859-xxx-xxxx

xxxxxxxxxx@kctcs.edu