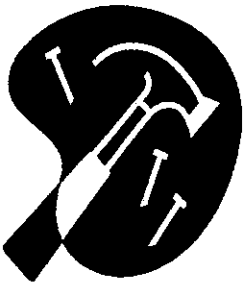




Job Search Tools

POWER UP Your Applications, Cover Letters, and Résumés

--The screening process eliminates lesser qualified applicants from receiving the job offer. During the screening process there are at least three different stages. The first stage is getting past the gatekeeper, which could be a secretary, clerk, résumé reviewer, or a recruiter. So how do you get your foot in the door? By using the job search tools listed below. These tools will get you past that first gatekeeper – **MAKE THEM GOOD!**



Job Application – A job application is a form provided by an employer that a job seeker fills out.

Cover Letter – A cover letter is a letter written to an employer that introduces you and your résumé.

Résumé – A résumé is a brief document that provides an employer with a summary of your skills, achievements, work experience, education, special knowledge, and training.

If the information you present in your application, cover letter, and résumé do not match the companies' requirements, your chances of getting an interview or the job aren't good.

The second stage is the digger of information-the interviewer. Sometimes there is more than one. These folks verify if you, the candidate, can really do the job and fit into the company. Their tools are interview questions and reference checking.

Your final stage, which is the last hurdle, is usually the second or third interview with the final decision maker. The employer knows you can do the job, or you wouldn't have gotten this far. Now you are in personality competition with a few other folks. How do you set yourself apart? Act really interested by sending a thank you note, re-contact them with more questions, ask for a tour of the company and the location where you'd be working, or drop by with recommendation letters that support showing your value as a worker. Every little bit can help you get that job offer.

Application Forms

When you are searching for employment, you should expect to fill out an application. Doing this; can be very time consuming due to the amount of information being requested. To reduce time spent filling out applications, you should bring a summary sheet (not the same as a résumé) of the names, addresses, and phone numbers, for past employers, school/education/training centers, and professional references.

Roles of the Application:

- Advertises your strengths
- Gives your history at a glance
- Outlines & proves your abilities
- Becomes your calling card
- Screens you in or out
- Creates an agenda for the interview

The appearance of the job application, much like a person's appearance, can have an impact on what impression the employer receives. It is often the first communication between you and a potential employer. It is important to be as neat as possible and to provide all requested information. The following are some **DO's** to follow while completing a job application:

DO's for Applications:

- DO read the application first (you will make less mistakes by knowing what to expect)
- DO use black ink
- DO print neatly and fill out all areas completely
- DO list your phone number
- DO have permission from three references
- DO write "open" for the salary or wage desired
- DO write "N/A" in areas that do not apply to you
- DO know the position desired
- DO list all your skills and abilities
- DO sign your name
- DO double check for errors
- DO SELL YOURSELF!

When filling out an application, be careful of the words you use to describe a situation. If the employer needs more information, be prepared to answer related questions in the interview. For example:

NEVER WRITE:

INSTEAD WRITE:

Fired	Terminated or Will discuss during interview
Personality Conflict	Company Restructuring (if true)
Personal/Family Problems	Growth Opportunity
Burn Out	Career Shift
Injured/Hospitalization	Career Change
Travel	Raise Family
	Further Education (if true)
	Seek employment with more career opportunity

Acceptable reasons for leaving a job:

- Military Service
- Further Education (list only one time in a work history)
- Raise Family (list only one time in a work history)
- Seasonal Work / Lay off
- Temporary Employment
- Relocated
- Self-employment (list only one time in a work history)
- Seek salaried employment (when leaving a self employment)
- Career Change
- Better growth opportunity

Warning: DON'T get caught in the APPLICATION TRAP!

Good applications are...

- ✓ Neat
- ✓ Complete
- ✓ Accurate
- ✓ Honest
- ✓ Informative
- ✓ Helpful to employers

Good applications minimize...

- ✓ Health problems
- ✓ School problems
- ✓ Marital problems
- ✓ Legal problems
- ✓ Financial problems
- ✓ Interpersonal problems
- ✓ Job retention problems

Good applications link...

- ✓ Life experiences
 - ✓ Education and training
 - ✓ Military service
 - ✓ Volunteer experiences
 - ✓ Work experiences
 - ✓ Successes and achievements
- to the position you want.

Good applications...

- ✓ Specify position desired
- ✓ Indicate future goals
- ✓ Explain work history gaps
- ✓ Present related skills
- ✓ Powers up education section
- ✓ Powers up work history section

Good Applications Screen You into Interviews!!

Now, let's take a look at some job applications. The first two applications are from job seekers. Look them over to determine which one you would hire. Then, the third application is blank for you to practice filling out and to use as a guide when completing applications for employment.

EMPLOYMENT APPLICATION

Job Search tools

SOCIAL SECURITY NUMBER: 480060326 DATE: _____

Name: Yolanda Darga
(Last) (First) (M.I.)

Address: 3212 Jackson City: Siu Falls County: ?

State: S.P Zip: _____ Phone Number: _____

Position Applying For: Any

Employer Applying To: You

Date You Can Start Work: Now

EDUCATION	SCHOOL LOCATION	NUMBER OF YEARS ATTENDED OR HIGHEST GRADE COMPLETED	TYPE OF DIPLOMA/DEGREE/CERTIFICATE	SUBJECT STUDIED/MAJOR
HIGH SCHOOL	<u>High School</u>			<u>lots</u>
COLLEGE				
TRADE/BUSINESS SCHOOL				

If needed for work, do you have:
 Drivers License Tools
 Automobile Transportation
 CDL

Hours Willing to Work: Full-time Part-time Either
 Shift: Any Day Evening Night Rotating Split

WORK HISTORY

DESCRIBE YOUR MOST IMPORTANT JOBS (INCLUDING MILITARY). BEGIN WITH YOUR MOST PRESENT AND MOST RECENT JOB.

COMPANY NAME: DCRY JOB TITLE: Chow member DATE STARTED: MO. ____ YR. ____
 COMPANY ADDRESS: 12341 street
 DATE JOB ENDED: MO. ____ YR. ____ SALARY: 5.25 REASON FOR LEAVING: _____
 DESCRIBE JOB DUTIES: Served ice cream, yogurt

COMPANY NAME: Bi Gi JOB TITLE: Assistant DATE STARTED: MO. 1 YR. 90
 COMPANY ADDRESS: _____
 DATE JOB ENDED: MO. 4 YR. 93 SALARY: 9.25 REASON FOR LEAVING: Fired
 DESCRIBE JOB DUTIES: _____

COMPANY NAME: Fronu 3 JOB TITLE: _____ DATE STARTED: MO. ____ YR. ____
 COMPANY ADDRESS: 3801 Sumner
 DATE JOB ENDED: MO. 1 YR. 90 SALARY: 4.00 REASON FOR LEAVING: quit
 DESCRIBE JOB DUTIES: _____

List Three References:

NAME: _____ ADDRESS: _____ PHONE: _____
 NAME: _____ ADDRESS: _____ PHONE: _____
 NAME: _____ ADDRESS: _____ PHONE: _____

EMPLOYMENT APPLICATION

SOCIAL SECURITY NUMBER: <u>519-64-4362</u>	DATE: <u>2-18-04</u>
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Name: Mason Alex R
(Last) (First) (M.I.)

Address: 4098 S Gale Rd City: Sioux Falls County: Minnehaha
 State: South Dakota Zip: 57103 Phone Number: (605) 335-6513

Position Applying For: Cashier

Employer Applying To: Menards

Date You Can Start Work: ASAP

EDUCATION	SCHOOL LOCATION	NUMBER OF YEARS ATTENDED OR HIGHEST GRADE COMPLETED	TYPE OF DIPLOMA/DEGREE/CERTIFICATE	SUBJECT STUDIED/MAJOR
HIGH SCHOOL	<u>O'Gorman High School Sioux Falls, SD</u>	<u>2</u>	<u>currently attending</u>	<u>required classes</u>
COLLEGE	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
TRADE/BUSINESS SCHOOL	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>

If needed for work, do you have:

- Drivers License Tools
- Automobile Transportation
- CDL

Hours Willing to Work: Full-time Part-time Either
 Shift: Any Day Evening Night Rotating Split

WORK HISTORY

DESCRIBE YOUR MOST IMPORTANT JOBS (INCLUDING MILITARY). BEGIN WITH YOUR MOST PRESENT AND MOST RECENT JOB.

COMPANY NAME: <u>McDonalds</u>	JOB TITLE: <u>Cashier</u>	DATE STARTED: MO. <u>5</u> YR. <u>03</u>
COMPANY ADDRESS: <u>3043 W 41st St</u>		
DATE JOB ENDED: MO. <u>8</u> YR. <u>03</u> SALARY: <u>6.00/hr</u> REASON FOR LEAVING: <u>Summer job</u>		
DESCRIBE JOB DUTIES: <u>prepare foods, clean work area, take orders, greet and assist customers, receive payment, issue change, and operate cash register</u>		

COMPANY NAME: <u>N/A</u>	JOB TITLE: <u>—</u>	DATE STARTED: MO. <u>—</u> YR. <u>—</u>
COMPANY ADDRESS: <u>—</u>		
DATE JOB ENDED: MO. <u>—</u> YR. <u>—</u> SALARY: <u>—</u> REASON FOR LEAVING: <u>—</u>		
DESCRIBE JOB DUTIES: <u>—</u>		

COMPANY NAME: <u>N/A</u>	JOB TITLE: <u>—</u>	DATE STARTED: MO. <u>—</u> YR. <u>—</u>
COMPANY ADDRESS: <u>—</u>		
DATE JOB ENDED: MO. <u>—</u> YR. <u>—</u> SALARY: <u>—</u> REASON FOR LEAVING: <u>—</u>		
DESCRIBE JOB DUTIES: <u>—</u>		

List Three References:

- NAME: Heather Miller ADDRESS: 821 S Minnesota St
Sioux Falls, SD 57106 PHONE: (605) 336-1815
- NAME: Jason Robertson ADDRESS: 1010 E 9th Ave
Sioux Falls, SD 57103 PHONE: (605) 333-8450
- NAME: Millan Schman ADDRESS: 635a W 52nd St PHONE: (605) 335-0121

