

Applying For a Job

General Guidelines

- When completing an application, resume, and cover letter you should pay particular attention to what the employer is requesting and requiring. Entering the correct information demonstrates your attention to detail. For example, if the directions on the application request that you print, you should print. If the online job listing requests that you enter an email address, do not omit that entry.
- Pay attention to the requested format for entering your past work and school history. For example, if the application calls for you to enter your current or most recent employment first, follow that direction. Directions for school history may also have specific requirements.
- Be brief but complete in your resume and cover letter. Neither a resume nor cover letter should be more than one page.

Resume Guidelines

- Be certain your complete name, address, phone, and email information are clearly written at the top of the resume.
- Clearly state your objective in submitting the resume. This may be tailored to the individual job. Your objective answers the question: "For what job am I applying?"
- List your current employment first, including the name and location city of the employer, your title, a very brief description of your work if your title does not indicate that information, and a list of your accomplishments in the current job. Prospective employers look for evidence that you have set and achieved goals and that you have been successful in the job. This information is a reflection of your maturity.
- In your education entries, take credit for your successes. That you have brought your grades up to a higher G.P.A. or have maintained a high G.P.A., or that you maintained good grades even while involved in extracurricular activities or a job outside of school are signs of your maturity and your ability to set priorities and accomplish many goals at once.
- Resume entries should be brief but complete. Use persuasive language. It is not necessary to list reasons why you left a job. That can be reserved for a personal interview. Expect that a prospective employer may check your references.

See Resume Samples in following pages

Cover Letter Guidelines

- No resume or application should be submitted without a cover letter. A skillfully written cover letter provides you the opportunity to use your persuasive skills.
- As with a resume, your letter should include complete information on your address, phone, and email locations.
- It is vital to include the name and title of the person to whom you are sending your resume and application, along with the name of the company and that company's full address.
- The first paragraph should include a reminder of any past contacts, either in person, by mail, or by telephone.
- Remember, this is a cover letter for your application and resume. The first or second paragraph must include a clear statement of the job for which you are applying. Don't expect the reader to dig through your application or resume to figure out what job you are applying for.
- You should describe the particular skills, abilities, and accomplishments you bring to the table. This distinguishes you from other applicants.
- Ask for a follow up interview or phone call or letter.

See Cover Letter Samples in following pages

John T. Williams
619 Spruce Road
Centerville, IL 60400
Home: 815 876-4300
Mobile: 815 773-2567
jtwill@msn.com

Professional
Resume Sample

Objective: To obtain a director level sales management position in a leading Fortune 500 firm in the network security sector.

Employment: 2002-2006 - Network Security Systems - Chicago, IL
National Sales Manager

- Increased sales from \$50 million to \$100 million.
- Doubled sales per representative from \$5 million to \$10 million.
- Suggested new products that increased earnings by 23%.

1998-2002 - Consolidated Computer Services - Cleveland, OH

District Sales Manager

- Increased regional sales from \$25 million to \$350 million.
- Managed 250 sales representatives in 10 Western states.
- Implemented training course for new recruits, thereby enhancing.
- profitability

1996-1998 - Consolidated Computer Services - Cleveland, OH

Senior Sales Representative

- Expanded sales team from 50 to 100 representatives.
- Tripled division revenues for each sales associate.
- Expanded sales to include mass-market accounts

1994-1996 - Omega Systems, Inc. - Pittsburgh, PA

Sales Representative

- Expanded territorial sales by 400%
- Received company's highest sales award four years consecutively
- Developed Excellence in Sales training course

Education: 2003-2006 - Chicago Business University - Chicago, IL

- M.B.A. Business Administration & Marketing

1992-1994 - Ohio National University - Cleveland, OH

- B.A. Business Administration & Accounting
- Graduated *magna cum laude*

Interests: 2005-2006 - Served on Smith County (IL) School Board
2002-present - Volunteer service - Illinois Valley Hospital
1996-2006 - Air National Guard - Pennsylvania, Ohio, Illinois
Lt. Col., command pilot, transport squadron commander

Joseph E. Brann
1619 Rand Court
Lake Fox, IL 60040
Home: 847 876-4300
Mobile: 847 773-2567
jfoxy@comcast.com

Student
Resume Sample

Objective: To obtain a computer desktop support position in a growing company.

Experience: 2006-present - Thomas Insurance Agency - Lake Fox, IL

Data Entry Clerk

- Increased my personal productivity each month.
- Designed and implemented training program for five new employees.
- Suggested new procedures that have increased office productivity.

2005-2006 - Grocery World Supermarket - Lake Fox, IL

Shelf Stocker – Checkout Clerk

- 100% on-time performance and attendance award each year
- Promoted to supervisor of part-time checkout clerks

Education: 2003-present - Lake Fox High School - Lake Fox, IL

- Will graduate June, 2007; plan to enter University of Illinois in Fall, 2007
- Cumulative grade point average 3.80 on 4.0 scale
- National Honor Society – 2006-2007
- Voted outstanding athlete and team leader (basketball) – 2005, 2006
- Participate in speech and debate team
- Future Business Leaders of America – 2004 to present
- Student peer mentor 2005-2006

Accomplishments and Interests:

- Received F.B.L.A. meritorious scholarship – 2007
- Received Career Advisory Council scholarship – 2007
- Received Illinois Academic Achievement scholarship - 2007
- Qualified for state debating finals 2005-2006
- Voted Outstanding Senior – 2007
- Interests include computer programming, digital imaging, electronic music composition, physical fitness, snowboarding, mountain biking.

Professional
Cover Letter Sample

John T. Williams
619 Spruce Road
Centerville, IL 60400
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Mobile: 815 773-2567
jtwill@msn.com

February 9, 2007

Mr. William O'Brien
Executive Vice President
Security Systems International
800 Thompson Blvd.
Chicago, IL 60601

Dear Mr. O'Brien,

As you requested during our conversation at the National Software Assembly in Atlanta, I am providing this letter, along with my attached resume, as an expression of interest in the position of National Sales Director for Security Systems International.

My employment experience in the computer and data sectors and my accomplishments in sales and sales management have prepared me to take on the challenging position you are seeking to fill at your firm.

In the years of my experience in the computer industry I have come to recognize the vital importance of security in the storage and transmission of sensitive proprietary data. In that respect I have developed unique systems and techniques for network security. In addition, I have demonstrated the ability to train and motivate sales representatives to capitalize on the tremendous opportunities in data security.

Please consider this letter as an enthusiastic expression of my desire to become a part of your leading firm. I look forward to the opportunity to meet with you and your sales and management teams to discuss my future with Security Systems International.

Please feel free to contact me by phone or email at your convenience.

Respectfully,

John T. Williams

Encl. Personal Resume

Student
Cover Letter Sample

Joseph E. Brann
1619 Rand Court
Lake Fox, IL 60040
Home: 847 876-4300
Mobile: 847 773-2567
jfoxy@comcast.com

February 9, 2007

Ms. Genevieve Wilson
Packaging Consultants, Inc.
4305 E. 101st St.
Mandeville, IL 63202

Dear Ms. Wilson,

Thank you for granting me a telephone interview last Thursday to discuss the position of Desktop Support Specialist at Packaging Consultants, Inc. You may recall that I responded to the employment advertisement on your website. I am sincerely interested in this position and would welcome the opportunity to meet with you at your convenience.

I have developed a strong interest in computer applications as a result of taking a number of computer classes at Lake Fox High School. My computer skills resulted in my appointment as a computer aide in the school library and the writing center where I have demonstrated my ability to help others with all the Microsoft Office programs. Since early 2006, I have worked part-time in data entry and computer support at a local insurance agency. The attached resume details my background and experience.

In addition to class work at Lake Fox High School, I have been active in our chapter of Future Business Leaders of America and have entered several statewide competitions in which I placed well in software applications.

Please feel free to contact me by phone or email to discuss a personal interview. I leave school at 3:15 P.M. each day and work at my part time job until 6:00 P.M., however I would be able to rearrange my schedule to meet with you at your convenience.

I believe that my experience and skills and work ethic would make me a valuable addition to the staff at your firm.

Thank you,

Joseph E. Brann

Encl. Personal Resume