

Job Search Tips

Need help finding a JOB?

Application Process:

How to obtain an application and conduct follow-up calls with employers to make you stand out among additional applicants.

[Application Process](#)

Cover Letter:

The cover letter is an introduction page describing who you are and summarizing your qualifications, interests and how you heard about the job.

[How to Write a Successful Cover Letter](#)

[Sample Cover Letter 1](#)

[Sample Cover Letter 2](#)

What is a Resume?

A resume is a personal data sheet. It's a short summary of important facts about you. Any person who is serious about seeking a job should always have an up-to-date resume.

[How to Write a Successful Resume](#)

[Writing Your Resume](#)

[Sample Resume 1](#)

[Sample Resume 2](#)

[Sample Resume - Volunteer](#)

Interview Tips:

An interview is a time for asking questions, as well as answering them. Keep in mind; you never have a second chance to make a first impression. Have a **positive attitude** and a **winning smile!**

[How to Handle the Interview](#)

[Questions to Expect in the Interview Professional Dress Attire](#)

Thank You Letter:

A thank you letter shows your appreciation and gratitude in having an opportunity to meet the interviewer. It also allows you to provide additional information and express your continual interest in the job.

[Thank You Letter Format](#)

[Writing a Thank You Letter](#)

[Sample Thank You Letter 1](#)

[Sample Thank You Letter 2](#)