

So You Want To Seek. . .

EMPLOYMENT

#1— Identify your job/career goals.

#2— Build a great resume and cover letter.

#3— Submit job applications.

#4— Be patient once you have submitted.

#5— Prepare for your interview.

IMPORTANT TIPS

- Take inventory of the skills, knowledge, and abilities you have to offer potential employer.
- Check your social media presence to make sure it is good as well as your voicemail message.
- Use your network to help with job opportunities.
- Research companies online to know the products they make and/or services they provide.

RESUME

- ⇒ 1 typed page
- ⇒ Include: Complete name, address, contact info, goal for the job, education info, skills & abilities, work experience
- ⇒ Always read the job description.

APPLICATION

- ⇒ Most applications are found online
- ⇒ Use blue or black ink on paper applications
- ⇒ A complete, accurate, & neat application says that you take pride in your work.
- ⇒ Missing or incorrect information says that you don't follow instructions well.

COVER LETTER

- ⇒ 1 typed page in correct letter format
- ⇒ Paragraph 1—Explain purpose of letter
- ⇒ Paragraph 2—Explain why you are interested
- ⇒ Paragraph 3—Using job description, explain what makes you the best candidate
- ⇒ Paragraph 4—Express your interest in interviewing.

INTERVIEW

- ⇒ Practice interviewing with friends and family so that you will be comfortable during the real interview.
- ⇒ DRESS PROFESSIONALLY!

SCAN the QR code to find
sample resumes, cover letters,
interview questions, and more!

