

APPLYING FOR THE POSITION/SUBMITTING YOUR APPLICATION

When applying for a position, make sure to gather all the necessary documents ahead of time.

Your application documents should include your **Cover Letter**, **Resume** and **References**.

If you are working abroad or applying for a teaching English online position, your resume will be titled a C.V. (Curriculum Vitae) instead of a resume.

All your documents should look cohesive. Meaning they should look like they belong together in the same packet. This can be done by using the same font on all documents and if printing, the same type of paper.

All document should be in Times New Roman and Size 12 Font.

If you do not have a printer or a scanner, ask to use one at the school. Remember to Spell Check before printing and submitting. Be sure to view the document before submitting to confirm you are sending the correct document.

Electronic Resume: Make sure to save your documents all together as one PDF. If you did not make them on the same Microsoft Office Document, scan them all together into your computer.

When saving your documents electronically, save the full document as such:

FULL NAME_COVER LETTER & RESUME_POSITION APPLYING FOR.PDF

When emailing out your resume, it is recommended to use a professional looking email instead of a funny, unique email. If you cannot make or do not have a professional looking email account, you can use your school email. If you have already graduated high school, you can go ask your local bank and they may be able to fax/email your documents to the potential employer for free or for a small charge.

Printed Resume: If possible, print your documents on white resume card stock. This can be found at your local shopping center. Plain white printing paper is also acceptable. For an added touch, place documents in a manila folder or resume folder. These can also be found at your local shopping center. When stapling your documents together, make sure to not be sloppy. Staple the documents together tight on the upper left-hand corner either straight or at a 90-degree angle. Try to avoid stapling your document in the body of the page to not block any of the words.

It is recommended that you print your resume documents regardless. Please print ahead of time so you can take an extra copy to your potential interview. This helps you look prepared and organized to the employer.

When you are designating where your documents are located to the hiring personnel, be sure to know the difference between Enclosed and Attached.

- Enclosed means it is physically included in the folder.
- Attached means it is digitally attached to the email.

CREATING YOUR RESUME

The goal of your resume is to obtain an interview. Create your resume using Microsoft Word and once complete, it should be saved in the end as a PDF. All document should be in Times New Roman and Size 12 Font. Try to keep your resume to one page. If you have a lot of information to list, do not break sections and place on two pages. Your references will be placed right after your resume, to be discussed next in this booklet.

It is important and recommended that you create a targeted resume for each of your applications instead of one generic resume to send to everyone. This allows you to customize your resume with keywords specific to the job you are applying for. To find the best keywords to include in your resume, review the job posting carefully. Most job postings list a detailed job description and qualifications needed so you can pick keywords from there that will emphasize why you are a great and qualified candidate. You can place these keywords in the below resume categories:

- Professional Profile
- Education
- Internship/Apprenticeship
- Work Experience
- Skills/Technological Skills
- Core Competencies
- Awards/Recognition
- Certifications/Licenses
- Industry/Professional Organizations
- Activities
- Personal Interests
- References

When creating your targeted resume, review your panther tracks classes. You took a lot of great classes in your field of interest that will stand out to employers.

Below are some keywords employers will look for on resumes:

- Strong Work Ethic
- Detail-Oriented
- Written Communication Skills
- Computer Skills
- Ability to Work in Teams
- Verbal Communication Skills
- Initiative
- Leadership Skills/Experience
- Interpersonal Skills
- Flexibility/Adaptability
- Problem-Solving Skills
- Organizational Abilities
- Analytical/Quantitative Skills
- Technical Skills

Highlight your work experience by adding bullet point details that showcase what you did at your past employment. List top to bottom the details that are the most relevant to the new job that you are applying for. We will show examples on how to do this later. If this is the first job you are applying for, experience can be either coursework or club experience, project experience, volunteer experience, etc. Any of these can be relevant to the job you are applying for. Make sure to use your keywords when describing your experience so it is clean and easy to understand.

If you are creating resumes for a Job Fair, look up the list of employers ahead of time and prepare targeted resumes for each of the employers you may be interested in. For Job Fairs only, print a couple generic resumes just in case you see any potential employers that you want to talk to or apply for last minute.

GREAT ACTION WORDS TO DESCRIBE YOURSELF

When describing yourself on your resume, adjust your words accordingly. For example, if you are describing duties as a past job, write in past-tense.

- Accommodate
- Accomplish
- Achieve
- Act
- Adapt
- Administer
- Advertise
- Advise
- Advocate
- Affect
- Analyze
- Anticipate
- Apply
- Appraise
- Approach
- Approve
- Arrange
- Assemble
- Assess
- Assign
- Assist
- Assume
- Attain
- Author
- Budget
- Build
- Calculate
- Catalogue
- Chair
- Clarify
- Collaborate
- Communicate
- Compare
- Conceive
- Conceptualize
- Conduct
- Consult
- Contract
- Control
- Cooperate
- Coordinate
- Counsel
- Create
- Decide
- Define
- Delegate
- Demonstrate
- Design
- Designate
- Detail
- Determine
- Develop
- Devise
- Direct
- Distribute
- Draft
- Edit
- Educate
- Efficient
- Encourage
- Enlarge
- Enlist
- Establish
- Estimate
- Evaluate
- Examine
- Exchange
- Execute
- Expand
- Expedite
- Facilitate
- Familiarize
- Forecast
- Formulate
- Fundraise
- Generate
- Govern
- Grow
- Guide
- Handle
- Hire
- Identify
- Illustrate
- Implement
- Improve
- Increase
- Index
- Influence
- Inform
- Initiate
- Innovate
- Inspect
- Install
- Institute
- Instruct
- Interpersonal
- Integrate
- Interpret
- Interview
- Investigate
- Invent
- Lead
- Leadership
- Listen
- Maintain
- Manage
- Manipulate
- Market
- Mediate
- Merchandise
- Moderate
- Modify
- Monitor
- Motivate
- Negotiate
- Obtain
- Operate
- Order
- Organize
- Originate
- Participate
- Perceive
- Perform
- Persuade
- Plan
- Present
- Preside
- Problem-Solve
- Process
- Produce
- Productive
- Promote
- Propose
- Provide
- Publicize
- Publish
- React
- Recommend
- Reconcile
- Record
- Recruit
- Rectify
- Redesign
- Relate
- Renew
- Report
- Represent
- Research
- Resolve
- Responsible
- Review
- Revise
- Scan
- Schedule
- Screen
- Select
- Serve
- Solve
- Speak
- Standardize
- Stimulate
- Summarize
- Supervise
- Survey
- Systemize
- Teach
- Team-Build
- Teamwork
- Timely
- Train
- Transform
- Transmit
- Unify
- Update
- Utilize
- Write

SKILLS TO HELP DESCRIBE YOURSELF & WORK EXPERIENCE

- Advertiser
- Agent
- Analytical
- Behind-The-Scenes
- Captain
- Conceptualizer
- Contemplative
- Controller
- Cooperator
- Coordinator
- Creative
- Database Management
- Deal with Ambiguity
- Dealmaker
- Decisive
- Delegator
- Detached
- Detailed
- Developer
- Detail-Orientated
- Diplomatic
- Flexible
- Focused
- Future-Oriented
- Generator
- Globally Oriented
- Implementer
- Intangible
- Integrator
- Leadership
- Long-Term
- Manager
- Marketer
- Motivator
- Observer
- Opportunity-Seeker
- Organized
- Organizer
- Patient
- Persistent
- Planner
- Political
- Power-Oriented
- Problem-Solver
- Program Oriented
- Project-Oriented
- Promoter
- Quantitative
- Representative
- Researcher
- Resource-Allocator
- Risk-Adjuster
- Service
- Scheduler
- Scientific
- Strategist
- Synthesizer
- Systematic
- Talent Scout
- Team Leader
- Technical
- Thinker
- Tolerant
- Visionary

RECOMMENDED HEADLINES FOR YOUR RESUME

- Objective
 - Professional Summary
 - Personal Profile
 - Skills Summary
- Education
 - Educational Background
 - Educational Preparation
 - Academic Background
 - Academic Training
- Areas of Knowledge
 - Areas of Expertise
 - Educational Highlights
 - Course Highlights
 - Related Coursework
 - Background Highlights
 - Career Highlights
 - Professional Sills
- Experience
 - Additional Experience
 - Part Time & Summer Work
 - Experience
 - Volunteer Activities
 - Related Activities
 - Professional Activities
 - Community Activities
 - Academic Activities
 - Athletics Activities
 - Coaching Experience
 - Refereeing/Umpiring Experience
- Special Training
 - Certifications
 - Endorsements
- Achievements
 - Career Achievements
 - Employment
 - Other Work
- Activities & Distinctions
 - Special Honors
 - Honors & Distinctions
 - Honors/Awards
- Memberships
 - Professional Memberships
 - Professional Affiliations
- Special Talents
 - Leisure Activities
 - Special Skills
 - Interests
 - Travel Abroad
 - Travel
 - Language Competencies
 - Military Service
- Exhibits
 - Publications
 - Current Research Interests
 - Presentations
 - Conferences Attended
- Credentials
 - References

If you are going to add a color to your resume, pick one from the company you are applying for by looking at their logo. Try not to add too many colors as to make your resume look distracting.

Remember, black and white resumes with no other colors are always acceptable and will always look professional no matter what industry you are applying for.

When you put your email on your resume, it is recommended to use a professional email instead of a funny, unique email. You can use your work or school email if allowed.

Keep your resume clean, easy to read, and simple so the interviewer can know who you are without taking more than a few minutes to read it and for quick viewing during the interview.

See page 12 for a simple and clean resume template or look up online under “Resume Templates” or “Resume Examples” to see more examples.

CREATING YOUR REFERENCE SHEET

A reference sheet is for you to list individuals who know you well or who you used to work for.

Remember, the employer may contact these individuals so choose carefully.

Some examples of professional references are school faculty, academic advisors, coaches, club supervisors, and past employers.

Try to refrain from using family members for references unless they were your past employer.

Your reference sheet should list three to five professional references.

Use the same document design and structure as your resume. Include your name and contact information at the top of the page.

Before using an individual as a reference, make sure to get permission first. If your potential employer calls your reference, you do not want them to act surprised by the phone call. If your references are aware prior of the potential phone call you will look responsible to the employer and your references will appreciate the heads up.

See page 13 for a simple and clean reference template or look up online under “Reference Sheet Templates” or “Reference Sheet Examples” to see more examples.

TYPES OF LETTERS/EMAILS TO USE WHILE JOB SEARCHING

Phone calls are also acceptable in some cases but remember to use a professional greeting and to keep your tone and words concise, calm, and professional.

It is recommended that you keep a copy of all your correspondences between each of your potential employers.

Letter/Email of Inquiry: This type of letter is used when you are inquiring about a possible opening at a company you would want to work for. Briefly write/type about yourself and your excitement on wanting to work for the company to interest the employer into giving you an interview. Phone calls are also acceptable in this scenario. Some jobs are not publicized so you may write this letter right into a possible opening, and if not, you may be asked to interview regardless because some employers like to hire key people even if the position does not exist yet. This letter should resemble a cover letter in font and style. End of the letter should be signed or use cursive font with your name.

Cover Letter/Letter of Interest: To be described later in this packet.

Thank You/Follow-Up Letter/Email: To be described later in this packet.

Acceptance Letters/Email: Once you have been notified of an offer, send this type of letter or email as soon as you are ready to accept the position. Phone calls are also acceptable in this scenario. Summarize the job offer details including salary, schedules, benefits, and any other important details pertaining to the offer. Show your appreciation for the offer and how you cannot wait to start.

Declining Offer Letters/Email: Only send this letter or email if you have decided not to accept a job offer. Send this as soon as you have reached this decision as to not keep them waiting and for respect the company because they will need to notify the next person in line an offer. Phone calls are also acceptable in this scenario. Still show appreciation for the offer and you are grateful for the opportunity. If you are denying the job for a different job offer, and this company asks why, you can say you are accepting another job offer but you are not at liberty to say who until it has been finalized. This helps to keep things professional.

CREATING YOUR COVER LETTER/LETTER OF INTEREST

Your cover letter is your professional introduction to the employer and should reflect your personality and attitude towards your work and life.

A cover letter is generally an overview of who you are, how you found out about the job, qualifications, and your contact information. Emphasize your interest in the position and how excited you are for the possibility of joining their team.

Do not overuse the pronoun “I”; examples are I did, I can, I will, I will not, etc.

Your cover letter should be neatly typed, keep it at three to four small paragraphs and no more than one page.

Review the job description you are applying for and cover all the points addressed in order. This tells the employer you read their job post in full, you can follow basic instructions and meet their requirements.

If possible, address your cover letter to a specific individual instead of a generic address. The salutation should be Dear Mr., Ms., or Doctor. Avoid using Mrs. as you may not know if they are married and then you will not start off your first interaction with them poorly. Research the company website to obtain the name of the individual hiring/interviewing or call the company to get the name. Make sure the spelling of their name and the title within the company are correct.

If you cannot obtain a name, keep the address professional by stating; to whom it may concern, dear hiring committee, dear human resource director, etc.

Your cover letter should list what you can contribute to the company and not what the company can do for you. Do not mention salary, schedule conflicts, etc.

List how you can be contacted in the end and thank them for their time/consideration.

Sign your cover letter as “Sincerely”

Remember to sign your name on the bottom of your cover letter in cursive writing. Sign using your full name. If you cannot print, sign and scan, you can also use cursive font on your computer.

Review and Spell Check your cover letter before printing/submitting.

On your cover letter, at the bottom of the page. Please note if your resume is Enclosed or Attached.

- Enclosed means it is physically going to be following the cover letter.
- Attached means it is digitally going to be following the cover letter.

See page 11 for a simple and clean reference template or look up online under “Cover Letter Templates” or “Cover Letter Examples” to see more examples.

CREATING YOUR THANK YOU/FOLLOW-UP LETTER OR EMAIL

It is recommended to send a thank you/follow-up letter within one day of an interview.

To help the employer/interviewer recall the interview with you, mention when and where the interview took place and briefly review your qualifications.

This may help to bring your resume back to the top of the list or pile because the employer may pull your resume to review again.

A thank you letter looks professional and expresses your gratitude for their time and consideration. Type your thank you/follow-up letter the same way and format as you would your cover letter.

Be sure to sign your name in cursive or use cursive font. End with your contact information to keep your information handy.

When sending this by email, place your letter in the body of the email.

Look up online under “Thank You Letter After Job Interview Templates” or “Thank You Letter After Job Interview Examples” to see more examples.

Phone calls are also acceptable in this scenario. Try not to call more than twice to follow up from an interview. Also try to space out your calls to not “bug” the hiring manager or employer. Respect their timeline to make a decision if they give you that information.

HOW TO SIGN YOUR NAME

At some point in your life, you are going to have to sign your name. When you purchase a house, take out a loan, start a new job, buy your first car, or write a check (yes, those still exist).

You will also have to sign your name at the bottom of your cover letter. If you are printing out your cover letter, resume and references then you will need to sign it with black ink. If you are not printing it and are sending it via email or through a job platform, then you will need to add it with a different font. A good font to use for this is Edwardian Script ITC.

Your signature is done in cursive and meant to be unique to you, so someone cannot copy it. It should be your full first and last name. Your signature typically stays the same signature for the rest of your life. So, when deciding how you want your signature to look, pick something easy to remember and mature. Try to keep your signature legible so it is recognizable as to who signed the document while keeping its unique flare.

A good idea is to practice your signature and find out what's right for you. Your signature in the end should be all muscle memory.



12345 Blank Avenue Northwest
Park Rapids, Minnesota, 56470

Today's Full Date

Company Name
54321 Success Street Southeast
Park Rapids, Minnesota 56470

To whom it may concern (or person's name):

Thank you for taking the time to consider me for the Blank position for Park Rapids. I am very excited to be applying for this position and for the possibility of joining your team. Your employment position at Company given to me by Blank is a great opportunity. Please accept my enclosed/attached resume for your consideration.

Company is committed to (look at company's mission statement on their website). Your requirements match my qualifications nicely.

As a graduate of Park Rapids Area High School along with my certifications and work experience, I can contribute knowledge in Microsoft applications, ... list any additional technological skills here. This should be a full paragraph.

Additionally, my academics and experience have provided the ability to work with individuals ... list your core competencies here. This should be a full paragraph.

Please feel free to contact me by phone at 218-000-0000 or by email at panther@parkrapids.k12.mn.us for more information. Thank you very much for your time and consideration.

Sincerely,

First, Middle & Last Name

Your Full First, Middle & Last Name (Signature & Print should match)

Full First & Last Name

12345 Blank Avenue Northwest
Park Rapids, Minnesota 56470
(218) 732-0000
panther@parkrapids.k12.mn.us

OBJECTIVE:

Seeking to obtain a position at your company in order to contribute to Company as well as to grow and develop my skills in This field. Please accept my resume for your consideration.

EDUCATION:

High School Diploma May 2021
Park Rapids Area High School Park Rapids, Minnesota
Panther Tracks Certification: **Health Science**
Health Science Emphasis: **Nursing**
GPA, 3.0

CERTIFICATES: (optional)

Certified Nursing Assistant (CNA) Certification May 2020
Minnesota Emergency Medical Responders (EMR) Certification May 2019

WORK EXPERIENCE

Customer Service Summers 2019-2020
Company Name Park Rapids, Minnesota
List of Duties

ACTIVITIES & ACHIEVEMENTS:

Honor Roll, Park Rapids Area High School 2018-2021
Natural Honor Society, Park Rapids Area High School September 2020
Volleyball, Park Rapids Area High School
Varsity Captain 2021
Varsity Letter Winner 2018-2021
All Conference Volleyball October 2021
Yearbook, Park Rapids Area High School 2018-2021

LANGUAGE SKILLS: (optional)

Fluent in English, 3 Years of Spanish Classes

TECHNOLOGICAL SKILLS:

Microsoft Office Applications, Google Applications, Social Media, Video & Picture Editing Tools,
YouTube, HTML/Coding

CORE COMPETENCIES:

Organization, Presentations, Leadership, Working in Teams, Self-Motivated Time Management, Public Speaking, Interpersonal Communication

PERSONAL INTERESTS: (optional)

List activities you like to do on your free time that show you are a well rounded person, this also gives them an idea of your personality to see how you will personally fit within their team.

Full First & Last Name

12345 Blank Avenue Northwest
Park Rapids, Minnesota 56470
(218) 732-0000
panther@parkrapids.k12.mn.us

REFERENCES:

Name of Supervisor
Title
Company Name
Street Address
City, State, Zip
Direct Phone Number
Email Address

Name of Supervisor
Title
Company Name
Street Address
City, State, Zip
Direct Phone Number
Email Address

Name of Supervisor
Title
Company Name
Street Address
City, State, Zip
Direct Phone Number
Email Address

Name of Supervisor
Title
Company Name
Street Address
City, State, Zip
Direct Phone Number
Email Address

Name of Supervisor
Title
Company Name
Street Address
City, State, Zip
Direct Phone Number
Email Address