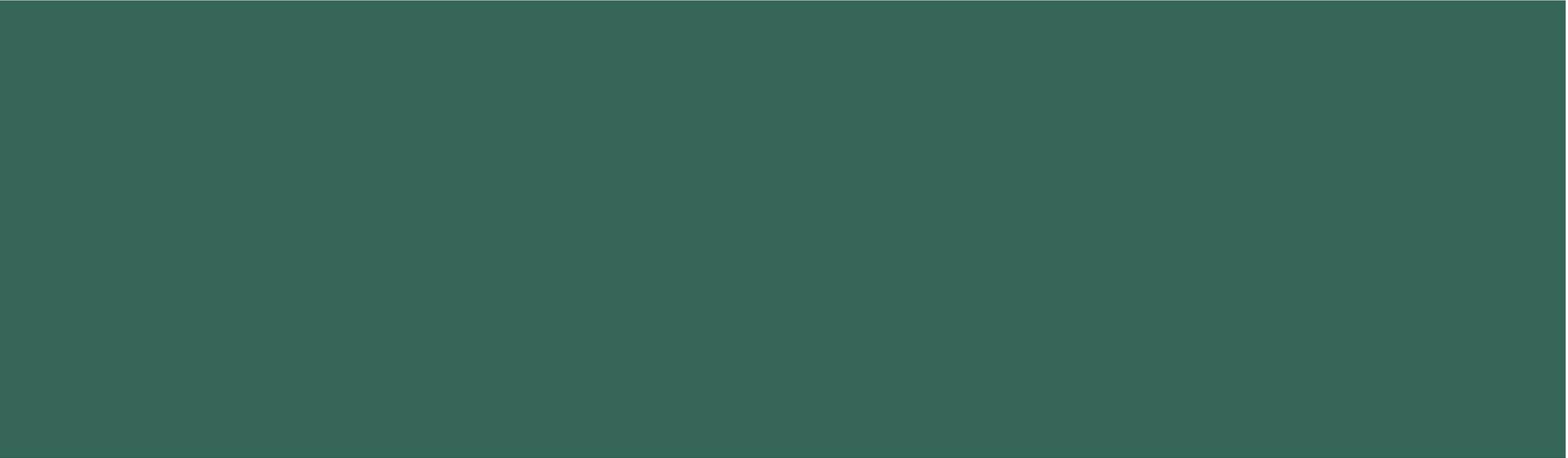




JOB APPLICATIONS, RESUME WRITING, & COVER LETTERS

2020 WORKFORCE DEVELOPMENT PROGRAM
MONTOUR FALLS LIBRARY



JOB APPLICATIONS

- Applications may be filled out:
 - Printed, by hand
 - Directly on the employer's website
 - Via a job search websites
- Before starting your application(s) you should have:
 - Your contact information! If you don't have an email address, now is the time to create one
 - Driver's License or State ID
 - Former employer information including phone #s and addresses
 - Former employment dates – when you began and ended unemployment at each location
 - Educational institutions you attended including high schools, trade schools, and higher education with phone #s and addresses



Your Profile



1. Contact Information 2. Select Source 3. Documents 4. Electronic Signature 5. Data Protection Statement 6. Preliminary Questions

Contact Information

Enter your contact information. If you have a suffix, please include in the last name field. * = required

Email Address
kapovero@rocketmail.com

Address 1

Address 2

First Name *

Preferred First Name
Note: Do not use values such as None or NA in this field. Leave blank to use the default name.

Middle Name

Last Name (Include suffix if applicable) *

City

Country
United States ▾

State
— Please Specify — ▾

County
— Please Specify — ▾

ZIP Code:

JOB APPLICATIONS: TIPS & TRICKS

1. If your application is handwritten, write legibly in **print**.
2. Write in proper case (Example: Silverline Construction, Jane Doe, Walmart).
3. Take the time to read all instructions carefully before you start.
4. Don't skip questions. Answer everything to the best of your ability.
5. Fill it out completely. Do not write "see resume" or "see references" as an answer.
6. Write acronyms out in full. Do not assume an employer knows what an acronym stands for.
7. If a question does not apply to you, write N/A or Not Applicable.
8. Be honest! Lying on a job application won't do you any favors if you make it to the interview process.
9. You may be asked to upload supporting documents such as a Resume, Cover Letter, or References.

WHAT WILL IT LOOK LIKE?

Are you currently employed with Dollar General?*

Have you ever worked for Dollar General?*

If yes, list name used during previous employment

If yes, list location worked during previous employment

Are you willing to relocate?

Do you have any relatives employed by Dollar General?*

If yes, enter names.

Do you have reliable transportation?*

What is your availability to work? (Hold CTRL to select multiple shifts)*

Experience

Please select the name of your most recent employer

Work Experience (1)

Employer

City

State

Position

Start Date (if exact day is unknown, select 1)

End Date (leave blank if current employer) Reason for Leaving



BUILDING A RESUME

WHERE TO START WHEN YOU DON'T KNOW WHERE TO START



BUILDING A RESUME

What do I need before I start?

- Contact Information (including your phone number, address, and email. If you don't have an email, now is the time to make one.)
- Previous Employment Information (Past employers, locations, dates of employment, and responsibilities.)
- Educational History (High school, college, dates of attendance/graduation, and locations)
- Skills (Typing, Microsoft Office, Customer Service, job-specific programs such as QuickBooks)
- Certifications (if any)

**Be wary of resume builders that charge a fee!
Sometimes they ask at the end after you've
done all of the work. Do your research.**

Where can I build a resume?

- Microsoft Word
- Canva.com
- MyPerfectResume.com
- Resume.com



RESUME-BUILDING IN MICROSOFT WORD

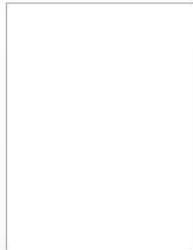
resume



Suggested searches: Business Flyers Cards Holidays Personal Education Letters

Sign in to get the most out of

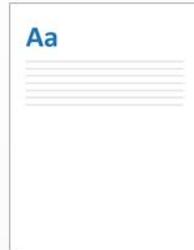
Le



Blank document



Welcome to Word 2013



Single spaced (blank)



Blue grey resume



Snapshot calendar



Modern chronological...



Modern chronological cov...



Blue grey cover letter



Blue spheres resume



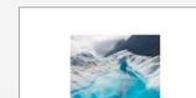
Blue spheres cover letter



Restaurant brochure



Education brochure



RESUME-BUILDING IN MICROSOFT WORD

- ←
- Info
- New
- Open
- Save
- Save As
- Print
- Share
- Export
- Close
- Account
- Options

New

Home resume 🔍



| Category | |
|---------------------------|----|
| Resumes and Cover Letters | 60 |
| Business | 5 |
| Letters | 3 |
| Simple Design Set | 2 |
| College Tools | 1 |
| Education | 1 |
| Event | 1 |
| Executive Design Set | 1 |
| Lists | 1 |
| Personal | 1 |
| Timeless Design Set | 1 |

RESUME-BUILDING IN MICROSOFT WORD

The screenshot shows the Microsoft Word interface with a resume template. The ribbon is set to 'Paragraph' and 'Styles'. The 'Title' style is selected, and the text 'FIRST NAME LAST NAME' is highlighted in grey. Below the name is the placeholder 'Address · Phone' and 'Email · LinkedIn Profile · Twitter/Blog/Portfolio'. The main body of the resume contains a placeholder for a career objective, followed by three sections: 'EXPERIENCE', 'EDUCATION', and 'SKILLS'. Each section has a dotted line on the left and a dashed line on the right, indicating where to enter text. The 'EXPERIENCE' section has two entries, each with a 'DATES FROM – TO' field, a 'JOB TITLE, COMPANY' field, and a description. The 'EDUCATION' section has two entries, each with a 'MONTH YEAR' field, a 'DEGREE TITLE, SCHOOL' field, and a description. The 'SKILLS' section has two columns of bullet points for listing strengths.

Paragraph Styles

1 2 3 4 5 6 7

FIRST NAME LAST NAME
Address · Phone
Email · LinkedIn Profile · Twitter/Blog/Portfolio

To replace this text with your own, just click it and start typing. Briefly state your career objective, or summarize what makes you stand out. Use language from the job description as keywords.

EXPERIENCE

DATES FROM – TO
JOB TITLE, COMPANY
Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

DATES FROM – TO
JOB TITLE, COMPANY
Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

EDUCATION

MONTH YEAR
DEGREE TITLE, SCHOOL
It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

MONTH YEAR
DEGREE TITLE, SCHOOL
It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

SKILLS

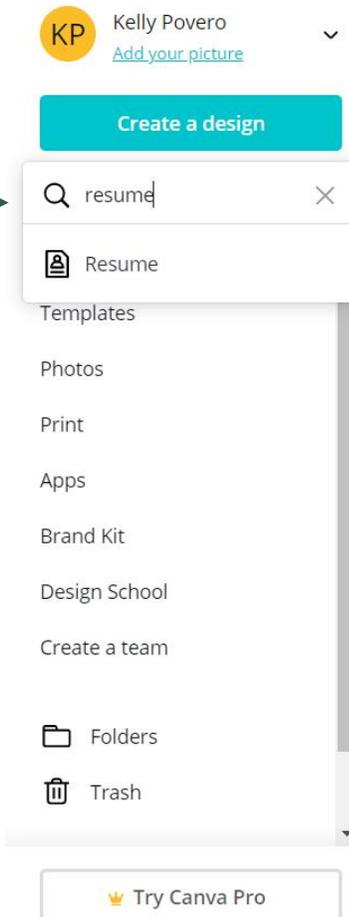
- List your strengths relevant for the role you're applying for
- List one of your strengths
- List one of your strengths
- List one of your strengths

- Select the template that you prefer.
- “Fill-in-the-blank” to complete the resume.
- Remove any lines that you don't think fit for you.
- Clicking on a particular section should highlight it in grey (as seen to your left) and will allow you to change those words.
- Google “Resume Examples” for ideas. You can also do this via Google Images.

RESUME-BUILDING IN CANVA

- Visit www.canva.com and create a free account.

Type 'Resume' or 'Simple Resume' into the search bar.



FUN FACT!
You can use Canva to make brochures, flyers, posters, presentations, and other social media posts. Templates come pre-made and are fully edit-able.



Create a design >

Custom dimensions



RESUME-BUILDING IN CANVA

Several templates to choose from. Some with photographs, some without.

The screenshot shows the Canva resume-building interface. At the top, there is a navigation bar with 'Home', 'File', 'Resize', and 'All changes saved'. On the right, it says 'US Letter - Untitled', 'Try Canva Pro', and 'Share'. On the left, there is a sidebar with icons for 'Templates', 'Photos', 'Elements', 'Text', 'Videos', 'Background', 'Uploads', and 'Folders'. The main area displays a grid of resume templates. One template is selected and shown in a larger view on the right. This template is for 'AMANDA HOLT' and includes sections for Profile, Contact, Academic Qualifications, Awards & Scholarships, Academic Employment, Publications, and References. The text in this view is highlighted with a red border, indicating it is editable.

Highlight the various areas of text to change what is written and make it your own!

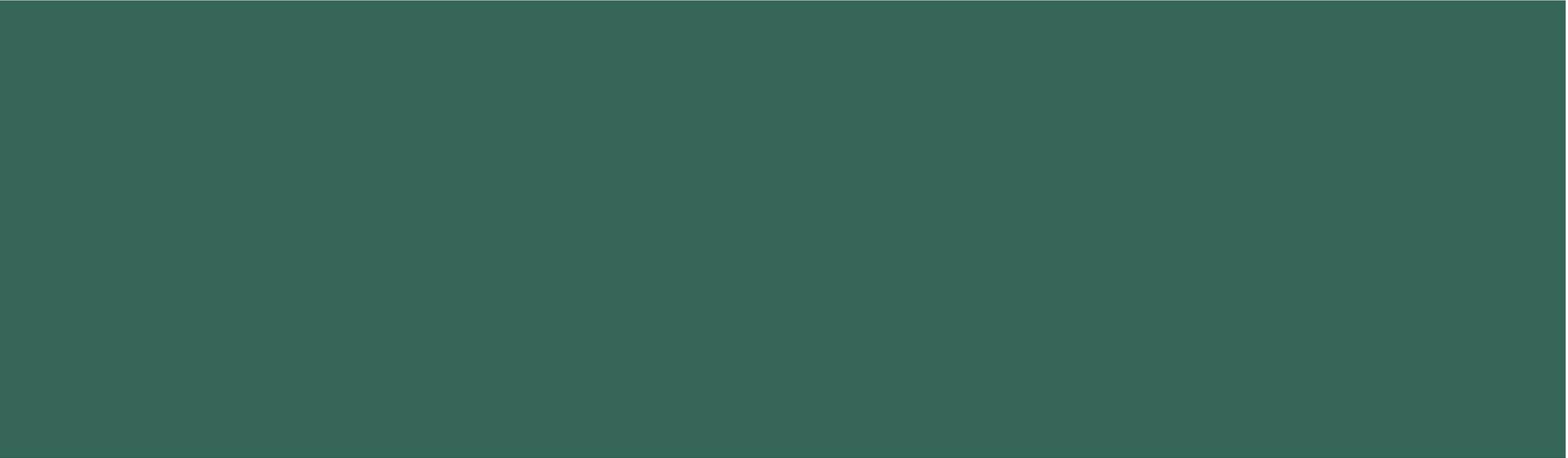
Highlight the various areas of text to change what is written and make it your own!

+ Add a new page



COVER LETTERS

HOW TO CATCH AN EMPLOYER'S ATTENTION



COVER LETTER BASICS

What is a cover letter?

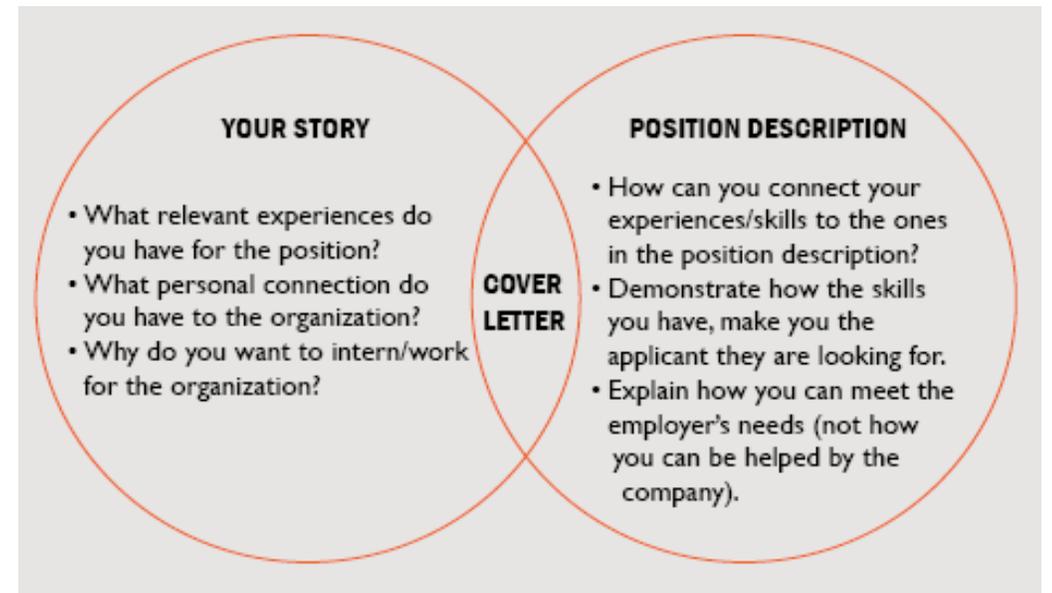
- The purpose of a cover letter is to introduce yourself and demonstrate your interest in the company or a specific job.
- Your goal is to draw attention to your resume and motivate the reader to schedule an interview.
- Your cover letter may be the first contact you have with an employer.
- Your cover letter should not duplicate your resume, but compliment it instead.
- Although a cover letter is not always required, you will find that in most cases it is.



COVER LETTER BASICS

Guidelines to Follow – 4 Steps

- 1) Introduction → The Basics! Who are you?
- 2) Your Skills & Experience → Bring your resume to life! **Show personality.**
- 3) Why here? Why you? → What makes this job appealing and why are you perfect for it?
- 4) Wrap it up! → Logistical Details & Follow Up.



COVER LETTER TIPS & TRICKS

- **Length:** 2-3 paragraphs at most. Your cover letter should never be more than one page.
- **Margins:** If you need more space, adjust your margins to allow for more words.
- **Font:** Choose something simple and standard like Times New Roman, Arial, or Calibri. You want your letter to be easy to read.
- **White Space:** Leave room below your greeting, each paragraph, and at the bottom.
- **Proofread:** Review your cover letter! If you don't trust your own eyes, ask a friend or family member.
- **Signature:** A personal signature is always a nice touch but not always necessary.
- **Thesaurus.com:** Feel like you're repeating yourself? Don't be afraid to look for a new word!

COVER LETTER EXAMPLES

- Search the Internet for ideas! There are thousands of cover letters uploaded online, just make sure you're looking at reputable sources.
- Check out the example to your right →

Charles Cook

406 W Main Street, Montour Falls, NY 14865 | (607) 535-7489 | charlescook@gmail.com

ATTN: Jesse Woodhull
Lumber Merchant Inc.
Village of Montour Falls
123 Main Street
Montour Falls, NY 14865

January 1, 1864

Dear Mr. Woodhull,

I am writing to apply for the full-time position of Lead Sales and Lumber Merchant as described in the Havana Journal. After reviewing your post, I am confident that I would be an excellent fit for your company. In addition to my extensive experience in sales and marketing, I also enjoy recruiting new clients and performing outreach tasks.

As a recent graduate from Cook Academy, I have open availability including nights and weekends. In my previous jobs I have worked with QuickBooks accounting software as well as budgeting departments. Joining your team is the ideal next step in advancing my career and further developing necessary skills. I

Additionally, I've attached my resume for your review which includes my educational background, goals, and experience. I'd love the opportunity to meet with you in-person to continue this conversation. I can be reached via email at charlescook@gmail.com or by phone at (607) 535-7489. I look forward to hearing from you.

Thank you for your time and consideration.

Sincerely,

Charles Cook

ACTIVITY

- Go to Indeed.com and select any job that appeals to you. You may also select a job from one of the handouts.
- Practice writing a cover letter for that specific job in 2-3 paragraphs.
- You are not required to share this with the group.
- When finished, reflect on the following:
 - What was the hardest part about writing your cover letter?
 - What was the easiest?

2020 WORKFORCE DEVELOPMENT PROGRAM

MARCH 26 @ 5PM

Employment Resources & Crushing Your Interview

MAY 21 @ 5pm

Adult & Continuing Education Opportunities

OCTOBER 22 @ 4pm

Microsoft Word for Beginners

NOVEMBER 19 @ 4pm

Learning to Type

RESUME WRITING WORKSHOPS

MARCH 12 @ 1-3PM

APRIL 23 @ 5-7PM

SEPTEMBER 24 @ 1-3PM

DECEMBER 17 @ 5-7PM

Please Call to Register:
(607) 535 - 7489