

CAREER SEEKING SKILLS



JOB APPLICATION

- READ AND REVIEW THE ENTIRE APPLICATION BEFORE YOU BEGIN.
- MAKE COPIES IN CASE OF AN ERROR.
- BE SURE TO WRITE YOUR ANSWERS ON THE CORRECT LINE.
- VERIFY WITH BUSINESS IF APPLICATION NEEDS TO BE ELECTRONIC OR A PAPER COPY.
 - SOME BUSINESSES WILL NOT TAKE PAPER COPIES.

APPLICATION FOR EMPLOYMENT



Job Order Information

Employer	Date	Job Order
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APPLICANT INFORMATION

Last Name <i>Ramos</i>	First <i>Wadiya</i>	M.I. <i>R</i>
Street Address <i>818 E. 10th St.</i>		Apartment/Unit #
City <i>SF</i>	State <i>SD</i>	ZIP <i>57107</i>
Phone: Home <i>347-5300</i>	Cell <i>367-5300</i>	E-mail Address <i>spaceprincess420@yahoo.com</i>
Position Applying For <i>any</i>		
Are You:	Authorized to work in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO	Over the age of 18? <input type="checkbox"/> YES <input type="checkbox"/> NO
		Over the age of 21? <input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever worked for this company? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, when?		

APPLICATION FOR EMPLOYMENT



Job Order Information

Employer	Date	Job Order
	6-8-2017	300412

APPLICANT INFORMATION

Last Name	First	M.I.	
Ramos	Nadiya	M.	
Street Address	Apartment/Unit #		
811 East 10 th Street			
City	State	ZIP	
Sioux Falls	South Dakota	57103	
Phone: Home	Cell	E-mail Address	
N/A	(555)367-5300	nadiyaramos9@gmail.com	
Position Applying For			
Shift Lead			
Are You:	Authorized to work in the U.S.?	Over the age of 18?	Over the age of 21?
	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever worked for this company?	If so, when?		
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			

PREVIOUS EMPLOYMENT:

Company <i>Kitt tea Cat Cafe</i>		Phone <i>515-0771</i>
Address <i>SF</i>		Supervisor <i>??</i>
Position Title <i>Cashier</i>	From: <i>Idk</i> To: <i>?</i>	Reason for Leaving: <i>management</i>
Skills Used <i>Cashier</i>		
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

Company	Kit Tea Cat Café	Phone	(555) 515-0771
Address	1434 Popper Lane Ste. #2, Sioux Falls, 57103	Supervisor	Cami Owski
Position Title	Cashier	From: 9/2016 To: 11/2016	Reason for Leaving: job ended
Skills Used	<ul style="list-style-type: none">- Greeted customers and answered questions- Took orders and communicated orders to kitchen- Received payment, made change, and issued receipts		
May we contact your previous supervisor for a reference?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

EDUCATION:

EDUCATION	
Do you possess a high school diploma or GED?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
School Name/Address/City/State	Roosevelt HS SF, SD

EDUCATION	
Do you possess a high school diploma or GED?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
School Name/Address/City/State	Roosevelt High School 6600 W 41st Street Sioux Falls, SD 57106 > diploma in progress

SKILLS AND QUALIFICATIONS:

ADDITIONAL SKILLS OR QUALIFICATIONS

have experience
teamwork
nice/friendly

good with animals
volunteered for highway cleanup
like to help people

MILITARY SERVICE

Branch

From:

To:

Did you serve on active duty? YES NO

Type of Discharge

ADDITIONAL SKILLS OR QUALIFICATIONS

- Experienced in customer service
- Assisted with training new hires in past jobs
- Works well with others

MILITARY SERVICE

Branch

N/A

From:

To:

Did you serve on active duty? YES NO

Type of Discharge

REFERENCES:

REFERENCES		
<i>Please list three professional references.</i>		
Full Name	Danica Hansen	Relationship Former Coworker
Mailing Address	117 E. Lake St., Sioux Falls 57104	Phone (555) 515-3012
		Email hansend@yahoo.com

Full Name	Atina Maria Ramos	Relationship God father sister
Mailing Address	SF, SD	Phone 515-811-1111 same as mine
		Email no email Atina.ramos@stt.edu

DON'T:

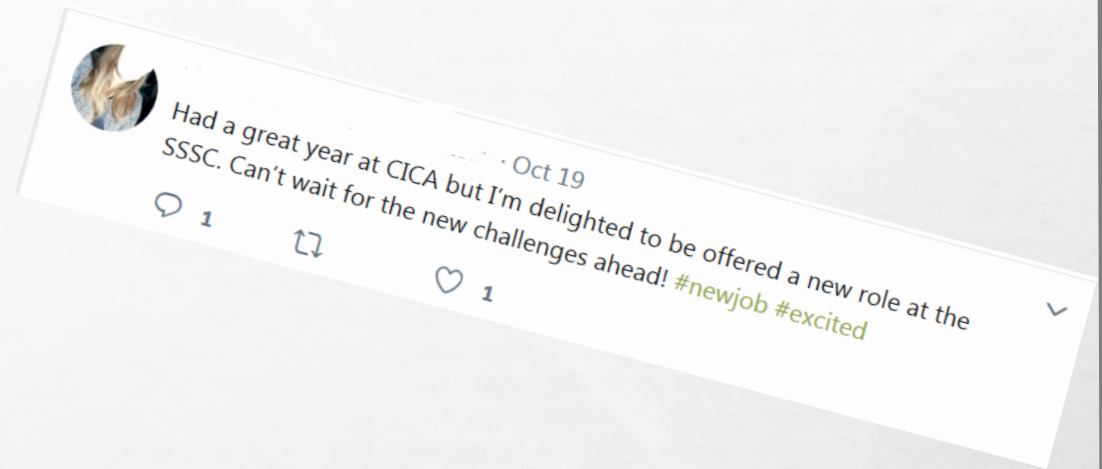
- DON'T LEAVE SPACES BLANK.
- DON'T BE VAGUE, ANSWER QUESTIONS DIRECTLY.
- DON'T USE CORRECTION FLUID/WHITE OUT.
- DON'T WRITE IN CURSIVE.

DO:

- PRINT CLEARLY AND NEATLY.
- THINK ABOUT YOUR ANSWERS PRIOR TO WRITING THEM DOWN.
- PROFESSIONAL EMAIL ADDRESS.
- PROOFREAD! PROOFREAD! PROOFREAD!

BEFORE YOU SUBMIT:

- DESCRIBE HOW YOU CAN CONTRIBUTE TO THAT COMPANY.
- TURN NEGATIVES INTO POSITIVES.
- EMPLOYERS WILL GOOGLE YOU. CLEAN UP YOUR SOCIAL MEDIA ACCOUNTS.



PRACTICE FILLING OUT AN APPLICATION

COVER LETTER:

TIPS FOR WRITING YOUR COVER LETTER:

- SHOW THEM WHO YOU ARE.
 - INCLUDE YOUR NAME AND ADDRESS.
 - MAKE A CONFIDENT INTRODUCTION FOR A FIRST IMPRESSION.
 - BE PROFESSIONAL AND MATURE.
- ELABORATE YOUR SKILLS.
 - EMPHASIZE YOUR QUALIFICATIONS.
 - EXTRACURRICULAR ACTIVITIES. (YEARBOOK, BASKETBALL, OR MAINTAINING A HIGH GPA)
 - MENTION SOFT SKILLS THAT YOU OBTAIN OR TRAININGS YOU HAVE PARTICIPATED IN.

- SHOW INITIATIVE BY RESEARCHING THE COMPANY AND INCORPORATE THOSE FACTS INTO YOUR COVER LETTER.
- MENTION ACCOMPLISHMENTS. INCLUDE 3 NOTEWORTHY ACHIEVEMENTS FROM YOUR RESUME.
- CLOSE WITH YOUR DETAILS.
 - REQUEST AN INTERVIEW
 - THANK THEM FOR THEIR TIME.

COVER LETTER GUIDE

PARTS OF A COVER LETTER	SAMPLE LETTER
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HEADING	Your Mailing Address City, State Zip Code Today's Date (4 "Return"s or "Enter"s on Keyboard)
INSIDE ADDRESS	Employer's Name Job Title Business Name Business Address City, State Zip Code
SALUTATION	Dear (Mr./Mrs./Ms.) (Use the name of the person that will read the letter):
INTRODUCTORY PARAGRAPH Tell why you are writing.	In response to the February 24th advertisement in the <i>Bangor Daily News</i> , I have enclosed my resume for the Receptionist position.
1ST MAIN PARAGRAPH Describe your qualifications. Sell your skills and knowledge. Tell why you are interested in the company or college. Point out any related experience you have.	I have two years of prior work experience as a receptionist with XYZ Telecommunications. My work has involved answering ten incoming lines and greeting customers in a fast-paced office setting. I have also been responsible for all incoming and outgoing mail, as well as purchase orders. I am very detail oriented and able to handle multiple tasks simultaneously.
2ND MAIN PARAGRAPH Continue to describe qualifications. Highlight relevant training or classes that relate to the job or major for which you are applying.	I am currently completing an Associate Degree in Executive Administrative Assistant at Northern Maine Technical College. In completing this program, I have gained valuable experience in several computer programs including Microsoft Word, Excel, and Access. Additionally, my training has provided me with the skills to reach my goal of office management.
CLOSING PARAGRAPH Close by thanking the reader and requesting an interview.	I welcome the opportunity to discuss my qualifications with you in person. I can be reached at (207) 555-1234. Thank you for your time and consideration.
COMPLIMENTARY CLOSE	Sincerely,
SIGNATURE	(4 "Return"s or "Enter"s on Keyboard)
NAME	Joe Doe
ENCLOSURE This indicates that you have enclosed other items (resume, transcripts, etc.) for the reader to see.	Enclosure


THANK YOU LETTERS:

TIPS:

- DO IT QUICKLY
 - WITHIN 24 HOURS OF YOUR INTERVIEW.
- BE GENUINE!
 - USE YOUR OWN WORDS AND FEELINGS.
- PERSONALIZE
 - MAKE SURE NAMES ARE CORRECT.
 - NOTE SPECIFICS FROM YOUR MEETING.



CONTINUED:

- KEEP IT SHORT AND TO THE POINT.
 - HIGHLIGHT YOUR STRONG FIT WITH THE COMPANY.
 - GREAT WAY TO CONTINUE MARKETING YOURSELF.
 - ADDRESS ANY MISUNDERSTANDINGS.
 - PROOFREAD!
- 

**“SENDING A WELL-CRAFTED AND TIMELY
THANK-YOU NOTE CAN ADD A POSITIVE
IMPRESSION TO AN ALREADY POSITIVE
CONNECTION,”**

”

SAYS JENNIFER MCCLURE, PRESIDENT OF UNBRIDLED TALENT, A CINCINNATI FIRM SPECIALIZING IN TALENT ACQUISITION, RECRUITING, AND STAFF DEVELOPMENT. ([HTTPS://WWW.MONSTER.COM/CAREER-ADVICE/ARTICLE/INTERVIEW-THANK-YOU-LETTER-SEND-OR-NOT](https://www.monster.com/career-advice/article/interview-thank-you-letter-send-or-not))

EMAIL VS 'SNAIL MAIL'

- EMAIL'S ARE THE QUICKEST WAY TO RESPOND HOWEVER, NOT ALWAYS THE BEST OPTION.
 - IF YOU HAVE ONLY USED EMAIL FOR CORRESPONDENCE, THIS MAY BE AN OK OPTION.
 - NEEDS TO BE FORMALLY WRITTEN.
- IF THE COMPANY IS TRADITIONAL AND FORMAL
 - WRITE A LETTER!
 - SHOULD BE TYPED.

Thank You Letter Template Worksheet

Student Name: _____

1. **Directions:** Review the information below to use as a guide for a thank you letter.

355 Great Pine Ct.
Fargo, ND 58102
April 15, 2010

Include your home address and the date you are writing the letter

Include the complete name and job title if known along with the complete business address of the person who conducted the interview. If more than one person conducted the interview, send a separate letter for each interviewer.

Mrs. Traci Hall
Mae's Sporting Goods
800 4th St. North
Fargo, ND 58102

Include both a salutation at the beginning and a closing at the end. An appropriate closing = Sincerely or Sincerely yours

Dear Mrs. Hall

I am writing to thank you for the opportunity Wednesday to discuss the opening you have in the customer services department of your sporting goods store.

1st paragraph = Tell why you are writing. Provide the date, and keep 1st paragraph short.

As I mentioned in my interview, I have had many opportunities to be involved in a variety of sports. I am even more confident now that I would enjoy and excel as a customer services representative. I believe that my sense of humor and my knowledge of sports would make me a great fit for your company.

2nd paragraph = Provide specific details that would have you as a candidate stand out. Stress the fact that you are a "fit" for the company!

As I mentioned, I will call you next Friday, April 26, to see whether you have made your decision. Thank you for your time and consideration.

Sincerely

3rd paragraph = the ending of the letter; indicate one more time how the communication will be made as to whether you have the job or not; be gracious!

Leave enough blank line space to sign the letter. Also check when done: no spelling mistakes and "even white space" at top and bottom of letter

Scott Preston



ACTIVITY!

GO TO [CAREERONESTOP.ORG](https://www.careeronestop.org)

>JOB SEARCH