

Career Shop



Resumes
That Sell

Resumes That Sell

Stand out with a resume that focuses on your accomplishments:

- Create a resume that highlights your skills and experience
- Get hands-on help with applications and cover letters
- Build your employment portfolio

Presented by the Human Services Agency
in cooperation with the Ventura County Workforce Investment Board.

Career Shops are held at the Job & Career Centers and are offered at no cost to job seekers. For more information, call (800) 500-7705, or visit our web site at www.vchsa.org, and click on Business & Employment Services/Job & Career Centers

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Job Readiness – What Does it Mean?

What does it mean to be “job ready”? There are several basic elements that you need to have in place in order to launch a job search. That’s what “job ready” means – being ready to job search, to schedule interviews, to be prepared for interviewing, to go to the interview, to present yourself in the most positive manner, and to ask the interviewer your own questions. It means you are prepared to ask about the interview process or about the job for which you are applying, and to send thank you notes after the interview. “Job ready” means that if an employer offers you a job and asks you to start on Monday, you have everything ready to start on Monday.

Becoming “job ready” means that you are learning – consistently. You are not only learning to find a job, you are learning to cultivate true livelihood. According to Denise Bissonnette in “30 Ways to Shine as a New Employee: A Guide to Success in the Workplace,” to cultivate true livelihood is to keep a foot in the future. Here is how Denise says you can accomplish this.

- 1) Know yourself – Your values, motives, and desires. Know your assets and strengths, as well as your weaknesses as perceived from the employer’s point of view.
- 2) Keep adding to your Personal Toolkit – The only kind of job security worth pursuing is that which comes from keeping your skills marketable and continually adding value to your workplace. Lifelong learning is a necessity.
- 3) Prepare for skill areas, not jobs – Focus on developing skill areas that are likely to be in demand in the future. Become flexible, adaptable, and ready to try new ways of working.
- 4) Keep your network growing – It is important to continue to nurture a wide range of relationships and add to your network so you will have more opportunities when you are ready to make a career change.
- 5) Make the most of your current or next work situation – Examine the work you are currently doing or the area of work you are pursuing. Enhance your skills by seeking out tasks, assignments, or job duties that will stretch you and help you grow. Look for ways you can add value to the employer.
- 6) Find mentors – Working with a mentor will help you apply job readiness and job preparedness steps you are learning for your career success.
- 7) Celebrate each step of the journey – Take each day one step at a time. Do not worry about “big career decisions” – simply deal with the much smaller choices you face day to day, and you will find yourself growing into options.

According to Debra L. Angel and Elisabeth E. Harney in *No One Is Unemployable – Creative Solutions for Overcoming Barriers to Employment*, other vital elements of Job Readiness come with having a good attitude – a willingness to learn, respect, knowing the value of simply saying “okay” without needing a long justification, politeness, friendliness, honesty, open-mindedness, a willingness to ask questions, understanding the value of time, and knowing how one’s actions impact the company as a whole.

Do you have these traits? Are these traits part of your job search strategy? If not, what can you do to develop these skills for yourself?

Let’s begin by developing your Employment Portfolio – then you can begin to develop some of these traits, so you will be truly prepared to become job ready and launch a job search.

(Every attempt has been made to include all the necessary documents and tools to launch a job search. This workshop covers development of a basic employment portfolio. Please feel free to add any other documents to your Employment Portfolio that will enhance your picture of yourself so that you are even more “job ready.”)

The Employment Portfolio

Remember when you were in school and you had to turn in reports you had written on someone famous or on a favorite topic? Those important reports represented research and development, and they can certainly be compared to your Employment Portfolio – which is about you! In your Employment Portfolio, you are the famous person or favorite topic. You may have already written or are preparing to write your story or provide a snapshot of yourself in your resume. Developing your Employment Portfolio is simply placing everything together in one place – so you are ready to launch a job search.

The Employment Portfolio should include:

- Master Application
- Resume
- References
- Letters of Recommendation

Other things you may wish to include are:

- Diplomas, Degrees, Certificates, and/or Awards
- Copy of Your Last Performance Evaluation
- Thank You Letter Examples
- Copies of DMV Record

First Component in the Employment Portfolio – Applications

How the Employer Uses the Application

- » The employment application is used by the employer as a screening tool.
- » It tells the employer who you are, what you have done, and what you have learned.
- » It tells the employer how careful and neat your work will be, whether you can follow instructions, and it demonstrates that you can read and write.
- » It may give the employer clues about possible risks in hiring you.
- » It may reveal trouble spots in your background, for example, getting fired or having a criminal conviction. The employer may wish to ask you about these situations in the interview, for further clarification.
- » The application is often the employer's first impression of you. If it makes you look good, the employer will want to see you in person to discuss your qualifications for the open position.
- » If the application is clear and informative, you may be considered for jobs in the future, even if you are not hired immediately.

Remember!

The employment application is all that is left behind when you are gone. It represents you.

Types of Employment Applications

Employment applications are an important part of the hiring process. Many employers require an application to be completed as the first step to employment. Other employers may not require an application until later in the employment process. Still other employers may never require an application. No matter if or when an application is requested, it is an important job search tool. It is used to judge you as a prospective employee and is an opportunity to sell your qualifications.

There are two types of employment applications:

- A. Written
- B. Online

Employers use the application to collect information about your qualifications and to compare you to other applicants. Most employers receive hundreds and even thousands of applications a year. The reality is that employers screen out most applications and read only those that catch their attention. Therefore, you need to do everything possible to create the perfect application. Listed below are some suggestions for how to create the perfect application.

A. Written Applications

The written application is often the first formal contact you will have with potential employers. It is important that the strategy you adopt is both professional and appropriate.

Before completing any written application, you should research the occupational area of your choice and companies of interest. Research on occupations and companies can be done on the Internet or through other resources such as the local library, Chamber of Commerce, etc. Vaguely knowing about an area of work or knowing little more than the name of the company will not be enough.

You will need to consider what you are good at and what you are interested in. Do you have the knowledge, skills, and abilities required to meet the demands of the job? This information can be researched via Career Exploration and Labor Market Information in Occupational Handbooks or online resources for career exploration.

While all of the above may seem a lot to think about, it should be an essential part of your preparation. Your early research will make it much easier to deal with those “difficult” questions later on.

The golden rule is to give employers what they ask for and follow their instructions.

B. Online Applications

There has been a dramatic increase in the use of web-based recruiting. Many employers no longer deal with paper applications at all. Some have kiosks within their place of business and others have career sections on their web sites. Getting familiar with online applications is a must for today's job search.

How do you handle online applications?

The short answer is: with the same preparation, care, and attention that you would apply to a good handwritten or a typed application.

Do not complete any online applications until you are well prepared through your research; the golden rule is to take as much care with electronic applications as with paper based ones. If you can, print off a copy of the application form and take some time to think about how you would complete it. Some forms (and the same applies to traditional based ones) may be scanned by machine for key words used in describing your activities. Think carefully about the vocabulary you use and focus particularly on active verbs (e.g., organized, planned, analyzed, initiated) to show things you have achieved.

If you have done your research and are clear about what you want to do, what you have to offer and why the organization should consider you, you should not find electronic applications any more challenging than paper based ones.

Note: There may be time limits with some online applications. Make sure to read and follow the directions carefully. Having a completed master application will help you to get through an online application within the time limits. Also, some online applications may have Supplemental Questionnaires associated with the application, as part of the application process. Remember to answer all associated questions with an online application.

Pay attention to:

- Required fields vs. Optional fields
- Formatting dates, phone numbers, etc., exactly as they are shown in the examples provided

County of Ventura's Online Application

Address https://www.governmentjobs.com/jobseekers/js_contactinfo.cfm?Sec=Personal& Go Links

1 Job Application 2 Agency-wide Questions 3 Confirm Application 4 Certify & Submit

Job Application » Profile * Required Field

Cancel Save & View Application

Contact Information

*First Name

Middle Initial

*Last Name

Primary Phone

Alternate Phone

*Social Security Number

*Address 1

Address 2

*City

*State

*Zip Code

Country

Done Internet

Address https://www.governmentjobs.com/jobseekers/js_contactinfo.cfm?Sec=Personal& Go Links

Other Personal Information

*Do you possess a valid Driver's License?
☐ Yes ☐ No

Driver's License State

Driver's License Number

Driver's License Class

*Can you, after employment, submit proof of your legal right to work in the United States?
☐ Yes ☐ No

*What is your highest level of education?

Objective

State your objective

Preferences

What is your minimum compensation requirement?
 \$ per year \$ per hour

Application Privacy
☐ Make my application viewable to ALL GovernmentJobs.com employers
☐ Only make my application viewable to employers for which I have applied

Are you willing to relocate?
☐ Yes ☐ No ☐ Maybe

Enter any comments regarding relocation

What type of job are you looking for?
☐ Regular ☐ Temporary ☐ Seasonal

What types of work will you accept?

Done Internet

Tips for Completing Application Forms

The application should be neat, with no errors in grammar or spelling. If you are filling out the application by hand, print rather than writing in script, avoid using abbreviations, use black ink, and respond to all questions. Use N/A (not applicable) if the section does not apply to you. If you are seeking professional or office jobs, you may want to type the application. Here are some more tips:

- Allow enough time. It will probably take at least 45 minutes to an hour.
- Re-read the job listing for which you are applying, and focus on the key skills & attributes the employer is seeking.
- Read the application form through first so you know what information goes where.
- Enclose a cover letter stating why you are a good candidate, using the key words from any advertisement you are answering. You should probably repeat some of the information given on the application form.
- Recognize that employers get many applications and have very little time to screen each one; they will have little knowledge of what you have done before.
- Answer all questions.
- The application form should be typed or filled out in block print, using black/blue ink. The form may be photocopied.
- Use a blank piece of paper to practice what you are going to say before you commit yourself on the form.
- Use a dictionary to check your spelling.
- List whatever you have done before. If you lack work experience, you could identify responsibilities undertaken at school or with a club or association to demonstrate your organizational skills and your commitment.
- Meet the deadline for submitting the application.
- Address the application form and the cover letter to the correct individual.
- Phrase the answers from the employer's point of view, using wording such as "I offer...", rather than "I want..."
- Remember to give references if requested, bearing in mind you should ask permission, and provide guidelines for comments before giving someone's name as a reference.
- Be sure to enter a telephone number where you can be reached. If you have no telephone, arrange for a message-taking number and state that it is a message number.
- Review your application carefully before turning it in.
- Be truthful, complete, accurate, and neat; the application form is a legal document.
- Make a positive, professional impression when you return the application form.

Parts of the Application

1. Salary Requirements

When asked about salary requirements, it is best to respond with “Open” or “Negotiable.” This question is often used to screen out applicants. Use a non-specific response even when the wage is posted. You never know what the future holds, and you may be able to negotiate a higher wage.

If you want to designate a salary desired, give a salary range with which you can be comfortable, rather than an exact figure.

2. Age Factors

Some candidates feel that their age may be a factor that might work against them in the interview process. It is not necessary to give graduation dates from schools or colleges on an application form – you may just list the qualifications that you possess. You need to list only your last 10 years of experience on an application form; some of them will only ask for your last three or four jobs. If you worked for one company for a long period of time, such as 30 years, split up your work history by job title to show your increasing responsibilities.

If You are 55 +

If a candidate genuinely believes that he is too old to find employment, he is guaranteed to fail. You may have to go through an adjustment period if you are over 55, out of work or retired, and you want to return to work. Today, there are more young, capable people competing in the job market than ever before. Competing with this group is difficult.

But, keep in mind what older candidates have to sell: Experience, of course! Job seekers over 55 therefore need to look at themselves differently; emphasis must be placed on skills and experience. With the right skills, any candidate at any age can obtain employment.

The problem is not one of age. It is one of identifying what the market needs, assessing your skills, enhancing or adding to those skills, and marketing yourself as a solution in search of a problem.

Never mention that you are retired or are financially settled. Project an attitude that your job search is your number one priority. Be open to different job offers.

3. Experience or Duties

Applications will have space available for you to list your work experience or job duties.

There's nothing you can do to change your work experience, so the best strategy is to develop a forward-looking application that shows the value you offer potential employers.

Job Description

Pay special attention to the job descriptions of previous jobs. In this section of the application, you will list the duties you performed at each specific job. Be sure to list duties that you would continue in this current employment opening for which you are applying.

Example I:

If you were a cashier at a fast-food restaurant and now you are applying for a position as a customer service representative for a department store, then your job description for the fast-food restaurant would read "handled cash register, greeted customers courteously, placed orders for customers, answered customer questions, ..."

Example II:

If you were an office assistant and now you are applying for a higher level position such as administrative assistant, then your office assistant job description would read "answered phone calls, monitored supplies, typed memos, etc."

4. Reasons for Leaving

When stating why you left a job, avoid using terms like fired, quit, illness, or personal reasons. Such terms may screen you out from consideration. If you respond with a statement such as "I would like to explain at the interview," you very likely will be called upon to do so. Look for positive statements about why you left a job, such as "lack of work" or "left for a better job."

Ensure that your reasons for leaving employment are positive reasons, such as:

- Relocated
- Career Change or Opportunity
- Career Advancement
- Maternity Leave
- Returned to School
- Travel/Family Leave
- Professional Homemaker
- Volunteer Position
- Internship
- Laid off, lack of work
- Company Relocated
- Contract Ended
- Seasonal Position
- Promotional Opportunity
- Leave of Absence
- Family Relocation
- Temporary position
- Educational Goals
- Company Reorganization
- Seeking Advancement
- Part-time Position

5. Dealing with Employment Gaps

While hiring managers are more understanding of an imperfect work history than they used to be, you still need to carefully present your experience to avoid being seen as unstable. Start by evaluating your situation and determining how bad it really is. If you are concerned about two months of unemployment back in 1984, rest assured that your job search will probably not be affected. However, if you are dealing with recent periods of unemployment extending for months or even years, you will need to start strategizing.

- Think about other activities that you can use to fill that time period. You might have the experience relevant to your job target, regardless of whether you were paid. Volunteer activities, community involvement, special projects, consulting engagements and continuing education can be used in the Experience section.
- Short gaps might not be apparent if you eliminate months from your chronological resume. Use the Objective statement to summarize your goal as well as your top qualifications. This will draw attention to your selling points and downplay your work chronology.
- If you are returning to the workforce after an extended absence, show how you have kept up to date with changes in your industry.
- If you have been out of work because you raised a family, continued your education, cared for a sick family member, or recovered from an injury, be sure your tone is not apologetic. There's nothing wrong with being out of work, but a negative attitude might affect the quality of your application.

6. Education and Training

In this section, you will list any formal education and training you have had. Be sure to list the most recent first, and state what degrees or certificates you have received. Be sure not to put the date you received your degree. By including dates, you may be revealing your age.

7. Academic Honors & Accomplishments

Be sure to list any academic honors you have received in school and training. If you received any special recognition for accomplishments in your previous employment, now is your opportunity to highlight your achievements.

8. Languages

If you speak another language, be sure to state so. Make sure you list the languages you know. State on the application whether you are able to read, speak, and/or write in this other language.

9. Obligations Preventing You from Working Regularly

Occasionally, applications may ask “Do you have any obligations (family or social) that would prevent you from working regularly? Or from working overtime?” List any obligations you may have. Be cautious; you may be limiting yourself. If there are none, state “None.”

10. Convicted of a Felony

Most applications will ask if you have ever been convicted of a felony or misdemeanor. You must answer the question. You do not need to answer “yes” for any convictions that have been sealed, expunged, or statutorily eradicated. However, if the conviction information is not sealed, expunged, or statutorily eradicated, then you must answer the question with a “yes.” Even if you have been arrested, but have never been convicted of a felony or misdemeanor, you can answer truthfully with “no.”

11. Proof of U.S. Citizenship

Applications will ask you if you can show proof of U.S. Citizenship after you are employed. Employers need to make sure that each employee has the right to work in the United States.

12. References

References are important to your job search, so choose them carefully. Do not just look for someone who is influential in the community, but someone who can honestly talk about your qualifications. Before you use someone as a reference, be sure to talk to him or her about your job search and get their permission to use them as a reference.

There are four kinds of references. Employment references are former employers or direct supervisors. Professional references are people who worked with you or know you in your work environment. Academic references are teachers and others who can talk about your school accomplishments. Personal references are people who know you socially. The employment or professional references are the most valuable because they can talk about your qualifications.

13. Signature

Always sign and date your applications. Failure to do so will increase the chances that an employer will not accept your application. The purpose of requiring a signature is to assure that you are confirming that everything you stated on the application is true to the best of your knowledge.

Remember: The application is a legal contract, and if a false statement has been made, you can be terminated even after you have been hired and are working.

Additional Tips for Completing Applications and Potential Pitfalls to Avoid

- Poor spelling and punctuation
- Bad grammar
- Cross outs

It is a good idea to go over your replies in a rough draft (perhaps several times before you are satisfied). Do not be surprised if filling in an application form seems to take a long time.

Take care to account for all of your time – in other words, do not leave gaps. If you cannot show what you have been doing, employers can become rather suspicious.

How you answer application questions will give an employer a good idea of how much you have thought about what you are applying for and what you are offering. Try to make your answers interesting and relevant – employers have to read through a great many forms. Try to get over any embarrassment you feel when you are writing about yourself as a person. The employer wants to know about you, and if you do not give the information, the employer will never get to know all of your good points.

Preparation is important – your application form must show the employer that you have really thought about yourself and how your abilities and interests match the needs of the particular job you are applying for.

This matching of what you have to offer with what the job needs is the key to effective completion of applications.

Follow Directions

Read through the entire application before you begin. Pay close attention to what is being asked and how you are expected to respond. Pay attention to and honor those sections that say “Do Not Write Below This Line” or “Office Use Only.” You should read these sections carefully, though. They may provide insight into the evaluation process.

Answer All Questions

Be sure to answer all the questions on an application. Incomplete applications will almost certainly cause you to be screened out.

Be Honest

It is important to be truthful on an application. The information you provide will become a permanent part of your employment record when you are hired. False information can be a basis for dismissal. However, do not volunteer more information than the employer is seeking or than is necessary to sell your qualifications.

Remember to keep a photocopy of each of your completed application forms.

(Example of a Master Application)

Application for Employment
Equal Opportunity/Affirmative Action Employer

Personal Information

Name _____ Date _____
Last First Middle

Present Address _____
Street City State Zip Code

Telephone Number _____ Are you over 17 years of age? _____

Are you related to anyone presently employed by this company? _____ If yes, give Name(s) and Dept.(s) _____

Referred by _____

Have you ever applied for employment with this company?

☐ Yes Date _____ ☐ No

Employment Desired

Position _____ Date Available _____ Salary Desired _____

Are you interested in ☐ Full-Time ☐ Part-Time ☐ Summer ☐ Shifts

Experience

(List the last four employers starting with the most recent or go back 10 years. Include military service. Attach separate sheet if necessary.)

DATES	NAME & ADDRESS OF EMPLOYER	PAY	REASON FOR LEAVING
From		Start	
_____	_____	_____	_____
To		End	
_____	_____	_____	_____

Supervisor Name _____ Phone Number _____

Job Description _____

Second Component in the Employment Portfolio – Resume

Resume Formats

A resume is a summary of your skills and abilities, and it shows the employer what you can offer them. It also reflects your experience gained and accomplishments attained with previous employers.

By now you may have already seen many different types and styles of resumes; however, they usually fall into one of three categories.

1. Chronological Resume

The most widely used and familiar format is the chronological resume. Education and experience are listed in reverse chronological order, starting with your most recent experience. This format emphasizes positions and organizations, and describes achievements and responsibilities. The chronological resume demonstrates career growth and continuity, and is most effective when the job target is in line with your experience and academic background.

If your most relevant experience for a particular career field was not your most recent, creating two experience sections can feature it. These can be called “Related Experience” and “Other Experience.” By separating the information into two categories, you can maintain a chronological format while emphasizing your most pertinent skills.

Example:

Chronological Resume

Susan Smith
(805) 647-5556

555 Tulane Drive
Ventura, CA 93004

OBJECTIVE: To obtain a challenging position in a law office with growth potential and the opportunity to utilize my training.

EMPLOYMENT HISTORY

08/02-06/03 Texas Care Center – Ventura, CA
BCS/CNA

- Assisted elderly with activities of daily living.
- Assured proper nutrition.
- Ambulating and range of motion of residents.
- Hygiene and companionship.
- Charting and phone operation at nurse's station.

02/02-06/02 Lynwood Convalescent Center – Oxnard, CA
Student Nursing Assistant

- Learned to assist elderly with activities of daily living.
- Assured proper nutrition.
- Ambulating and range of motion.
- Hygiene and companionship.
- Charting at nurses station.

EDUCATION AND TRAINING

Paralegal – Santa Barbara Business College – Ventura, CA – in progress

General Education – Oxnard High School – Oxnard, CA – HS Diploma

Nursing Assistant – Regional Occupational Program – Camarillo, CA - Certificate

2. Functional or Skills-Based Resume

This resume format emphasizes skills, rather than experiences, conveying those most relevant to the applicant's objective. This type of resume can be a good choice for those who have little experience that relates to their goal but do have transferable strengths (skills, qualities, and knowledge) necessary to the position.

Employers may find this resume less useful than the chronological resume, since they generally like to know where you have worked or spent time. You can increase the credibility of functional or skills-based resumes in two ways: by listing employers, positions, and dates in a section near the bottom of the resume; and by referring to specific employers and roles in the main body.

Example:

Functional or Skills-Based Resume

Stephen Harris
(805) 579-5555

141 Maple Street
Ventura, CA 93001

OBJECTIVE: A challenging position in a progressive company as a Sales Manager.

HIGHLIGHTS OF QUALIFICATIONS

- Dependable, hardworking, responsible
- Motivated to learn and grow professionally
- Excellent references from past employers
- Eager to learn new skills
- Committed to a career in Sales
- Experienced Office Manager
- Organized, can handle multi-tasks
- Goal-oriented team player

PROFESSIONAL SKILLS AND EXPERIENCE

Management

- Supervised a staff of 20 sales people and office support staff
- Office ranked number one in sales production for 1993
- Coordinated work assignments for office and sales personnel
- Developed work flow procedures and audit trails
- Set up a successful telemarketing operation and trained new sales staff
- Managed the creation and installation of computerized client databases
- Successfully implemented a comprehensive client invoicing system

Sales

- Awarded Outstanding Sales Person for 1991
- Increased sales in designated territory over 100% in less than one year
- Kept detailed records of sales invoices
- Posted and filed billing documents
- Typed correspondence; answered phones; scheduled appointments; made reservations
- Kept detailed records of results of contracts; updated clients' files

EDUCATION

Associate Degree in Applied Science - *Sales and Marketing* - Ventura College

EMPLOYMENT HISTORY

Sales Manager	Ceramic Tile Company - Moorpark	03/96 - Present
Sales Manager	Burns and Flynt - Ventura	07/94 - 12/95
Director of Sales	Kavlico - Moorpark	03/93 - 07/94
Sales Associate	Dickson & Sons - Oxnard	04/90 - 06/92

3. VOS: Virtual OneStop System Resume

The Virtual OneStop (VOS) has valuable tools for anyone who is looking for work, training, or career exploration. Job seekers, students, employers, and anyone seeking benefits and social services will find it convenient and helpful.

You can access VOS through any Internet service provider at the following web address: www.venturacountyjcc.org/.

VOS allows you to input, modify, and display the following in your resume:

- **Education and Training** – Allows you to enter your educational experiences. You may also edit existing information or delete information by clicking the appropriate link.
- **Certificates and Occupational Licenses** – Allows you to enter any licenses or certifications you have obtained. You may also edit existing information or delete information by clicking the appropriate link.
- **Employment History** - Allows you to enter the names of your former employers and information about your previous jobs. You may also edit existing information or delete information by clicking the appropriate link.
- **Skills and Abilities** - Allows you to list your skills and any abilities that make you more valuable in your desired occupation. You may also edit existing information. Employers conduct resume searches based on skills, so listing detailed skills is important.
- **Driver’s License Information** – Allows you to add special types of driver’s licenses that apply to specific areas of employment.
- **Desired Location** – Allows you to specify the areas where you are willing to work.
- **Desired Salary** – Allows you to add a desired salary. You may also select ANY as a salary option.
- **Honors and Activities** – Allows you to enter honors you have been given and activities you have done. Even minor honors or activities may be useful to include in this area, such as volunteering with a charitable organization, etc.
- **Additional Information** – Allows you to list additional information that might be useful to prospective employers in considering you as a job candidate. This information might include your ability to work a flexible schedule or applicable job or volunteer experience relating to the occupation that may not be listed in the employment history section.

Example:

VOS RESUME

Resume Id	Resume Title	Change Layout	Accessibility	Last Time Modified
7	Accountant	Modify	Online	10/24/2002

[Cara Smith](#)
 1001 Omaha Circle
 Palm Harbor, FL 34683 US
 Phone: 727-786-7955
carasmith@somecompany.com

[Objective](#)

To work in a challenging position in the growing accounting field for health services.

[Employment History](#)

Accounting Clerk I (Accountants)
 ~07/1999 - 10/2002 *Balancing Act Accounting* Alligator Point, FL
 Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.

[Education History](#)

Completion date	Course or Study	Issuing Institution
~06/1999	High School Courses	Craine High School
~12/2002	Business Accounting Certificate	Gulf Coast College

[Honors](#)

Received Fund-raising Award in 2002 from the American Volunteer Society for charity walk.

[Additional Information](#)

Willing to work flexible schedules.

Additional Searchable Items

Employers looking for resumes online can search for resumes using occupation, job location, and salary range as search criteria. If you wish to make your resume accessible to employers using these criteria, click the appropriate links below.

[Desired Occupation](#) : Bookkeeping, Accounting, and Auditing Clerks

[Desired Salary](#) : \$12.00 hourly (\$25,000 annually) or more

[Desired Job Location](#) : State of Florida

[[Section Options](#) | [Resume Preview](#) | [Edit Title](#) | [Delete Resume](#) | [Job Search](#) | [Print View](#)]

[[Download Resume](#) | [Email Resume](#)]

[Save this Resume](#)

Suggestions for Strengthening Your Resume

- **Be brief.** Try to limit yourself to one page. Most resume screeners spend less than 30 seconds for preliminary evaluation. By being succinct, you will make a better impression and stand a better chance of getting a second look.
- **Correct typos and poor grammar.** Have several friends or family members read your resume with a critical eye. Typographical errors tend to jump out when you read the resume backwards.
- **Be descriptive.** When writing about previous employment, do not just give your job title and assume the reader will know the job duties for which you were responsible. Be specific; let the resume screener know how challenging your previous jobs have been. For sample job descriptions, you can visit Onet Center Online.
- **Brag a little.** Beyond a complete job description, you must comment on the accomplishments you made in previous employment situations. Use specific statements about measurable results, such as: "Devised a new method of organizing accounting files, resulting in a 5% reduction in time spent on billing," or "Developed 14 new national sales accounts which raised company-wide sales from \$1.2 million in 2001 to \$1.7 million in 2003."
- **Look sharp.** Robert Half, a modern staffing guru advises, "Every resume should be accurate and professional-looking, with wide margins and plenty of space between paragraphs. No smudges, crowding, type-overs, or cheap paper will do."
- **Be honest.** Robert Half also explains the importance of being honest in your resume: "Of course, you should stress your best points; hiring managers will expect that. But dishonesty in the search process may come back to haunt you." For example, you may be fired years from now if your employer discovers you do not have the college degree your resume claims you have.
- **Create several resumes.** Job seekers exploring more than one employment category must create more than one resume. For example, someone in construction management may have experience with customers, in customer service, and in building homes, office parks, and residential communities. The construction manager could apply for jobs in any one of those three areas. This person should create three resume variations, each focusing on his or her experience and skills in one of the three specializations.

It is important to make sure your resume is free from errors. Without careful planning and scrutiny, a seemingly perfect resume may be damaging to your best employment opportunities.

Objectives

The Objective section of a resume sets the stage for all that follows. It tells the purpose of the information being submitted. It names the position for which you are submitting your resume and backs up your expressed interest with a statement about why you are qualified. You should change your objective for every job you apply for, and the objective should reflect the job title / job description.

Skills Building

Including skills on your resume will communicate to the potential employer what you are capable of doing. Be sure to include skills that are related to the job for which you are applying.

Choose carefully when selecting skills that explain or describe the job duties for which you have been responsible. You should highlight the most important responsibilities in your employment history on your various resumes.

Accomplishments

Your resume should show a long list of accomplishments, and be directed to a company more concerned with solid, dependable experience than with age. A functional resume is ideal for this kind of presentation.

Selling your experience requires all the job-search techniques in this session. Strategies may vary. Here are some ideas that you will want to consider.

- Seek problems. Applying your experience to a troubled company can provide affordable solutions for a small company's problems.
- Be willing to consider an immediate short-term assignment rather than holding out for a long-term job. Many short-duration jobs have turned into permanent situations as a result of top performance.
- Try offering your services with compensation based on performance. You will be making an offer that is hard to refuse while gaining the chance to prove your worth.
- If you were working in a department or division that had a specialty that another company could use, you can offer your know-how and, perhaps, bring in a team made up of former associates. Think of competitors or companies that could profit from your knowledge and contacts.
- If you have talent for marketing or sales, you can offer your services for a territory or product not presently covered.
- One technique for showing your expertise creatively is to write a report on an industry, market, or product. If the report includes new and valuable information, it could be saleable. Find your subject using research interviews. A good idea may be worth an advance from one or more companies.

You can work for several companies as a part-time consultant. Your service would be affordable to each company, and your earnings would multiply.

Measurable Accomplishments

An accomplishment will have added value if you attach a measurement to it. Employers like to see facts and figures, which highlight your work with previous companies. Examples help them to understand what you could do for them.

Below are some samples of how to demonstrate accomplishments. Note that some are a specific, while others are more general.

- » **Created** a profit-and-loss statement, by product, which resulted in management dropping 20% of unprofitable product lines.
- » **Revised** a management information services procedure that made vital operation reports available to management the following day instead of at the end of the week.
- » **Reorganized** and introduced methods and systems; reduced rework by 20%; eliminated schedule delays; and doubled in-house manufacturing capability.
- » **Designed** supporting equipment and techniques for a new process that raised product market potential from \$5 million to over \$20 million per year.
- » **Promoted** new concept in welding procedure, which reduced labor costs by \$100,000.
- » **Discovered** \$190,000 understatement of a division's inventory, enabling corrective action by management.
- » **Reduced** turnover of personnel from 17% to 9% per year through analysis of employee assignments, resulting in increased productivity and improved employee morale.
- » **Revised** shipping procedures; introduced improvements that substantially reduced costs and shipping time, resulting in increased profits.
- » **Instituted** a wage and salary program especially tailored to improve morale while eliminating waste and reducing payroll by \$100,000.
- » **Developed** and installed a unique laboratory organization system that eliminated duplication, encouraged cooperation, and reduced costs by \$40,000.
- » **Trained** new employees in procedures and use of equipment, resulting in increased efficiency and productivity.

Professional/Personal Profiles

Consider Your Measurable Accomplishments

In the following activity, you can really think about your Professional/Personal Profile and capture your measurable accomplishments as you develop your resume.

Activity:

Professional/Personal Job-Specific Skills

Indicate your specialized skills or knowledge about a certain subject. Examples include being bilingual, using tools and equipment, knowledge of a specialized procedure, or having any type of specialized training, certification, or licensing (for example, computer programming, operating a forklift, accounting, child or elder care, data entry, etc.).

Professional/Personal Transferable Skills

These are the natural skills or abilities that can apply to more than one job or industry. When you leave a position, these are the skills that will go with you. They may come from life experiences and can be separated into many categories. Examples are having the ability to handle money, being organized, keeping accurate records, writing letters/reports, having problem-solving abilities, working well independently or as a team member, the ability to communicate well with people, any artistic skill, etc.

Professional/Personal Strengths

How would you describe yourself? What would a boss or co-worker say about your strengths? Are you a problem solver, team player, good listener, quick learner, ethical, able to work under pressure, punctual, etc?.

Professional/Personal Areas for Growth

Choose a skill area you will be able to improve within the month in your new position. This may involve training followed by hands-on experience. Are there other areas of skills or knowledge that you would like to improve, such as computer skills?

Education & Training

Just like applications, in this section of the resume, you will list any formal education and training you have had.

Be sure to list the most recent first and state what degrees or certificates you have received.

Do not include the date you received your degree or certificate. By including dates, you may be revealing your age.

Resumes Tips

1. **Choose high quality paper**, 25-pound rag content bond, in a neutral color (white, off-white, gray, or beige). The neutral colors offer distinction without distraction. (no blue or pastels)
2. **Standard paper size is 8-1/2 by 11 inches.** You might want to depart from that size slightly, preferring legal size or a sheet that easily opens out from a booklet form. The matter is one of personal choice, but the format should always be in good taste.
3. **Typing should be clear and error free.** Computer software such as Microsoft Word helps you produce a clear, error-free document. Resume templates provide an excellent tool for creating resumes.
4. **Use capital letters sparingly.** The same holds true for underlining. The purpose of these devices is to make an item stand out. If they are overused, nothing will stand out. Some of the sample resumes included demonstrate the effective use of capitals and underlining.
5. If the institutional or organizational name of a former employer has been changed, **indicate the current name** as well as the former name. For example: Carnegie-Mellon University, formerly Carnegie Institute of Technology, or AMGRO, formerly American Textile Growth Corporation.
6. **Be consistent in your layout and composition.** Do not switch from full sentences to phrases. Incomplete sentences are acceptable, providing the meaning is clear.
7. **Use the past tense** for previous activities, experiences, or acquired skills. Use the present tense for ongoing or current activities.
8. **Proofread your resume before printing the final form.**
9. **Consult a dictionary for correct spellings.** If you are a poor speller, have someone proofread your final copy.
10. **Bullet marks or large dots (•)** are effective in drawing the employer's attention to your competencies, accomplishments and/or achievements. Some resumes use dashes (—) instead, but these are not as effective.
11. **Use white space for eye appeal and easy reading.** Use ample margins, and make certain they are uniform. Use indentations and tabulations for best use of space and emphasis of key points.
12. **Frequently update your resume.** Never send an old resume to which you have added recent items. If an important event occurs after your resume has been printed (such as an honor or award being given to you), you should include the specific item in your cover letter.
13. **Limit your resume to one or two letter-size pages.** Never make your resume more than two pages. If it is too long, your resume may give the employer the impression that you are not able to focus on your most important accomplishments.

Things to Avoid on Resumes

1. Do not include photographs.
2. Do not list references or relatives.
3. Do not forget your area code, phone number, address and zip code.
4. Do not include gender, weight, height, health, or other personal information.
5. Do not highlight problems.
6. Do not include complete addresses of prior employers.
7. Do not include salary information.
8. Do not state reasons for leaving previous employment.
9. Do not list religion, race, ethnic origin, or political affiliation.
10. Do not include lengthy periods of unemployment. You may want to include periods of volunteer involvement in the place of employment.
11. Do not send photocopies of your resume; print clean copies as needed.
12. Do not use the pronoun I (you can begin sentences with descriptive phrases instead).
13. Avoid using clichés.

Converting Resume Templates to Text-Only Documents

Many employers have automated their application process by putting the application forms on their web sites. Most of the time, you can upload your resume to these sites; however, sometimes they only allow for text documents.

This means that you will need to convert your existing resume into a “text only” document before you can submit it.

To convert Microsoft Word templates

Simply re-save the document as a text document:

1. Open your resume then click:

File>Save As

2. Click the drop-down menu:

Save as Type>Text Only

To convert Internet resume templates

To convert an online resume to a text document:

1. Open your resume and select the printer friendly format
2. Copy entire template document

Edit =>Select All

Edit =>Copy

3. Close or minimize the resume
4. Open Microsoft Word and paste the text into Word

Edit =>Paste

5. Save the document

File => Save As

Save as file type=>Text Only

A warning box may appear to tell you that saving this way will lost all formatting:

Click “OK”

Now you can clean up the document to realign text and spacing, and then ask your instructor about how to upload your resume into an application.

Third Component in the Employment Portfolio – References

Professional References

- Professional references are the most useful to offer an employer and demonstrate your value in terms of your skill areas and capabilities.
- Use previous supervisors rather than co-workers, if possible.
- The Human Resources Department of a company may only confirm dates of employment and job titles, so it is better to give the name of a contact who can offer more information.
- Not all employers check references, but many do.
- References allow employers to cross-check letters of recommendation.
- It is helpful to stay in touch with previous colleagues, even if they change jobs, so that you can continue to use them as references.

Personal References

- Personal references should have known you for at least one year, since they will be giving information about your character.
- As a general rule, do not use family members as references.
- Try to use as references people who hold a responsible job; a teacher, police officer, manager, or priest will carry more weight with an employer than your next-door neighbor.
- Give to your reference a copy of your resume for information.

Reference Information

- You need to use a current address for your reference – either home or work.
- The phone number given must be a daytime contact number.
- You should include a phrase to explain the relationship between you and your reference, such as Former Supervisor/Former Client/Former Co-worker.
- For someone who is a personal reference and holds a responsible job, you should use their work address rather than their home address.

Example:

John Smith
222 Anytown Lane
Greenville, CA 12345
Phone: (805) 444-4444

Professional References

F. Michael Peabody, Ph.D.
Professor
Napa Valley Community College
1556 First Street, Suite 103
Napa, CA 94559
(707) 123-4567
(Former Tutor)

Lance Numbercruncher
Controller
Santa Barbara Accountants
1005 Cliff Drive
Santa Barbara, CA 95105
(805) 987-6543
(Former Supervisor)

Nancy Civic
Councilwoman
City of Westhaven
City Hall
1200 Political Way
Westhaven, CA 34567
(805) 222-5555
(Former Co-worker)

Personal References

Rev. Richard Kindheart
Pastor
Church of the Divine
1200 Holy Way
Heaven Sent, CA 12098
(818) 354-9876

Victoria Goodfriend
1002 Second Street
Anywhere, CA 12345
(805) 555-1212

Fourth Component in the Employment Portfolio –

Letters of Recommendation

Letters of recommendation can be used to impress the interviewer with your job skills and talents. Most candidates come to an interview with only a resume. However, if you do not take the opportunity to bring letters of recommendation, you are missing a valuable opportunity to set yourself above the rest. Reference letters or letters of recommendation will enhance and validate the qualifications you have listed in your resume.

Many letters of recommendation speak only of general personality traits – “...a reliable worker, or gets along with peers...” But this tells the interviewer very little. One should ask the writer of the letter to refer to specific accomplishments and tasks that you have completed. What you should be seeking in this kind of letter are performance testimonials, rather than simple character references.

The best way to go about getting a really good letter of recommendation or reference letter is to let the writer know you will be using the letter in your employment portfolio. Ask that it be addressed “To Whom It May Concern.” Explain what the portfolio is and what it is for. You may want to show your finished portfolio. Explain that you and many different interviewers will see the letter you are requesting.

After someone has agreed to write a letter of recommendation or reference letter for you, tell them you will send an example of a reference letter, and if they would prefer, they can copy the example onto their own letterhead. In your example letter, mention specific things you accomplished while you worked or studied under the writer. Make it clear, of course, that they can change your letter as they see fit. It is amazing how many people really appreciate having an example to go by. Make sure to send a special thank you note along with your reference letter examples.

Once you receive the letter of recommendation, make at least two copies. You can take one copy of the letter and highlight specific items you believe point out your skills and talents quickly. Take time to study each letter, to make sure you know the contents and in what situations you will want to use the information. (*From Proof of Performance – How To Build A Career Portfolio to Land a Great New Job* – by Rick Nelles).

More Tips on Letters of Recommendation

Since letters of recommendation from a previous employer add a nice touch to an Employment Portfolio, you should include them whenever possible. The letter should describe you, what you have to offer, and what your duties were with the previous employer. Here are some tips on how to ask for a letter of recommendation.

- Choose people you are sure will recommend you favorably. If you are not sure, ask if they feel they could give you a favorable recommendation?
- If it has been a while since you have been in contact with the person from whom you are requesting a reference letter, identify yourself and relate when and how you knew one another.
- Ask permission to use their name as a reference before giving it out.
- Let the person know that the reference is important to you. If there are deadlines they must meet in order for you to be considered for a position, be sure to let them know.
- If they send a letter of recommendation, send a brief thank you note. This is a basic courtesy to anyone who helps you along the way.

Example:

Letter of Recommendation or Reference Letter

[Your Name]
[Street Address]
[City, ST ZIP Code]
July 1, 2008

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

I am most pleased to write a letter of recommendation for Vanilla Cone.

I have known and worked with Vanilla since she first began working at Brandenburg Enterprises. As Human Resource Director, I participated in many meetings where the project work of Vanilla was reviewed. I always found the presentations developed by her, in each instance, to be professional, concise and informative. Her creativity was one of the best recognizable factors in her presentations. Her professionalism in delivery of presentations was most evident. Her hard work in research and development was readily apparent. Vanilla is a tireless worker who will put everything she has into the project to see it through to its successful completion. She is always cheerful and dependable.

I am sure that whoever hires Vanilla will find her an excellent team member for their company, as well as a pleasant person. She is truly a gem.

Sincerely,

[Your Name]
[Title]

Fifth Component in the Employment Portfolio –

Fax Cover Sheet

For purposes of transmittal and routing, you will need to complete a fax cover sheet. The purpose of the fax cover sheet is to introduce to the employer the resume they are about to receive. Check the correct box on the sheet. Here is a sample:

Example:

Fax

To: Mr. David Myers From: Sylvia Slater

Fax: (805) 736-1111 Pages:

Phone: (805) 73 Date: 2/29/2012

Re: Administrative Assistant Position CC:

☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

• Comments:

I would like to be considered for the position of Administrative Assistant that was advertised in the Ventura County Star. My resume follows.

Thank you for your consideration.

Your name

Sixth Component in the Employment Portfolio –

The Cover Letter

A cover letter is written to accomplish a specific task– to sell your qualifications to the reader. Whenever you send a resume, be sure it is accompanied by a cover letter. The purpose of the cover letter is to highlight qualifications that are relevant to the position you are seeking, and the letter must be written in standard business form.

The cover letter should always be printed or typed on the same type of paper used for the resume. It should never be more than one page. Never use personal stationery. The letter should be addressed to a specific person (if possible), preferably the one likely to make the employment decisions. Correct spelling is imperative!

The format should be balanced, with consistent margins, and pleasing to the eye. The writing style should be informative and grammatically correct. Here are some rules to follow when writing your cover letter.

1. **Type or have printed** on quality bond paper.
2. **Send to a specific name and correct address.** If you are uncertain to whom the letter should be addressed, use library reference materials or call the company and ask the receptionist for the name and title of the appropriate department head. Sample request:
 “I am sending some important papers to the head of the department. However, I am not sure that I have the correct name and address. Could you please tell me to whom I should address these documents?”
3. **Writing style should be direct, powerful, and error free.** Check grammar, spelling, and punctuation. In addition to stating your purpose, the letter tells the reader how well you communicate.
4. **No more than one page.** Do not overwhelm the resume with a lengthy cover letter or excessive repetition of the resume content.
5. **Keep the letter short and to the point.** Three paragraphs will suffice.
 Paragraph 1: State your interest and purpose. Try to link your interests to the employer’s needs.
 Paragraph 2: Highlight your enclosed resume by stressing what you will do for the employer.
 Paragraph 3: Request an interview and indicate that you will call for an appointment.
6. **Always be positive** by stressing your past accomplishments and skills as well as your value offered.

Simple Cover Letter Example

555 Ambridge Road
Oxnard, CA 93065

July 1, 2012

David Myers
Vice President
Ventura Corporation
1254 Madison Street
Ventura, CA 93003

Dear Mr. Myers,

I saw your advertisement in the Ventura County Star for an Administrative Assistant for your large and growing company.

The position interests me for several reasons. My education and training have prepared me for this position. On August 18, I will receive my certification in Office Procedures. The position you outline is one that I feel I am well matched for with my training and skills, which include appointment setting, record management, filing, typing, and Microsoft Word. I am a responsible person who is concerned with performance and accountability.

I would appreciate an opportunity to discuss with you how I might best meet your needs. I will call your office next week to inquire about an interview.

Thank you for your consideration.

Sincerely,

Sylvia Slater

In-Depth Cover Letter Example

18 Smith Drive
Anytown, CA 33333
(805) 477-4000

Date

Philip _____
(title)
ABC Firm
1 Industry Plaza
Anytown, CA 33444

Dear Mr. _____:

Your advertisement for an Office Administrator caught my attention because my background appears to parallel your needs. Please refer to the enclosed resume for a summary of my qualifications. I am sure you have been flooded with letters from hundreds of qualified applicants; please allow me to explain why you would want to call me first.

I am very self-sufficient and able to work independently with little supervision. With little formal training, I have taken the initiative to learn about and remain current with my company's products, processes, and expectations. I am looked to as an information resource and enjoy sharing my knowledge with others. I also enjoy managing projects and planning meetings, trips, and special events.

I am always looking for ways to streamline processes and become more efficient. I have developed systems and processes using available software to automate production reporting, notify customers of changes, and inform the field staff of corporate changes or initiatives. When supervising clerical staff, I always try to plan ahead to make the best use of their time.

I am confident that I can deliver similar results for the ABC Firm. I would appreciate the opportunity to speak with you to schedule an appointment and provide you with more information. Thank you for your time and consideration; I look forward to speaking with you soon.

Sincerely,

Jane Smith

JS
Enclosure

Vice President International Business Development/Operations

A diversified international company, based in San Francisco, is currently seeking a key executive to play a major role in its future development.

In this position, you'll be responsible for strategic planning and for identifying, analyzing and negotiating acquisitions, helping us structure business deals and reinvest profits. To qualify, you must have an MBA and 8-10 years of experience in international business and financial/strategic planning. You should also have the ability to successfully operate and manage the financial area of a business. This unique opportunity requires travel to Asia and offers an outstanding salary and strong bonus incentives.

To apply, please send your resume and cover letter to:
Smith & Smith, Inc.
Recruitment Advertising, Dept. WSAA,...
San Francisco, CA 00000

Both S&S and our client are
equal opportunity employers.

Analysis of Advertisement:

Requirements:

1. Strategic Planning
2. Complete Handling of Acquisitions
3. Structure Business Deals
4. Handle Money for Investments
5. Financial Management and Operations
6. MBA
7. 8-10 Years' International Experience
8. Experience in Asia Desirable

To reply with:

- Cover Letter and Resume Combined (Performance and Functional Resume)

PAUL JONES

23344 Rochester Avenue
Los Angeles, CA 90034
(213) 555-1234

October 0, 0000

Smith & Smith, Inc.
Recruitment Advertising, Dept WSAA
Street, Suite XXX
San Francisco, CA 00000

Gentlemen:

I am most interested in your advertisement for an international vice president and feel my qualifications and experience are well suited to your needs.

You Require

International Experience

Strategic Planning

Structuring Business Deals

MBA and 8-10 Years Experience

Acquisitions Experience

Knowledge of Asia

My Experience

- More than 20 Years international P&L management of which 16 years were overseas

- Opened and successfully managed new offices
- As CEO, established and executed business plans.
- As a consultant, have been advising international companies on expansion

- Initiated license agreements
- Sold company's products in difficult markets
- Restructured public companies

- MBA in operations research
- Excellent financial skills
- Managed 20 professionals

- Bought and sold assets and companies worldwide

- Have worked on licensing, joint ventures, acquisitions and manufacturing projects in Japan, Taiwan, S. Korea, Hong Kong, and the Philippines

I would welcome the opportunity of personally discussing your needs, and I look forward to hearing from you.

Sincerely,

Paul Jones
Enclosure

Seventh Component in the Employment Portfolio –

Thank You Letters

Thank you letters distinguish you from other candidates and give you a competitive advantage, particularly over those who do not put forth the extra effort to send a thank you letter. By sending a thank you letter, you have not only put yourself in the forefront of the hiring manager's mind, but you have also put yourself ahead of the other candidates for the position. Thank you letters help you build a relationship with influential hiring authorities, and help you convey a consistently positive and professional image.

Thank you letters really do make a difference. According to Cover Letter Magic, "Our professional colleagues who are recruiters or hiring managers tell us they're 'astounded' at how few candidates take the time to send a thank you letter. There are no negatives to sending a thank you letter – provided that it is well written and relevant to your interview situation. Send your thank you letters today, and give yourself a competitive edge!" While this seems a small thing, sending thank you letters can make a big difference.

No two thank you letters you write will be the same, because no two situations are ever the same. To have impact, thank you letters must be individually written to highlight what is most significant to each person and each company. When you have interviewed with more than one person, either individually or in a group, take the time to write a separate thank you letter to each person. And be sure that the content of each letter is unique, because there's a good chance your letters will be shared or added to your interview file. According to Cover Letter Magic, you should focus on an area of rapport you developed with each interviewer, and try to connect your letter to what you feel are each person's strongest interests and concerns.

Thank You Letter Rules

1. Type the letter or print it on quality bond paper, or it can be hand-written. You should have very neat handwriting or use block printing if you choose to send a hand-written note.
2. Address the letter to a specific person, or persons, who interviewed you, including full name, title, and correct address.
3. Write and send the letter(s) on the same day of the interview, or at the latest, the following day.
4. The writing style should be direct, powerful, and error free. Edit a draft to eliminate unnecessary words, and check grammar, spelling, and punctuation.
5. In addition to thanking the interviewer for their time, the thank you letter serves to get your name back before the interviewer, and it demonstrates your communication skills.
6. The thank you letter should be no more than one page.
7. Keep the letter short and to the point. Three very brief paragraphs will suffice:
 - a. Thank the interviewer for their time and consideration in interviewing you for the position.
 - b. Reiterate one to two reasons why you feel that you are a match for the position.
 - c. Reiterate your interest in joining their team and contributing to their ongoing success.
8. Close with a statement such as, "I am looking forward to hearing from you and participating in the next step in the interview process." Remember to give them your phone number, with a request that they call if they have any further questions.
9. Always be positive. Avoid jargon and the passive voice. Do not try to be too cute or too aggressive.
10. The thank you letter can be mailed, faxed, or e-mailed.

Once you have written a thank you letter, take a moment to review the list below. Does your thank you letter communicate the following?

Thank You Letter Checklist

Performance

Success

Energy

Enthusiasm

Personality

Commitment

Results

Interest in the position

Interest in the company

Your value to the company

Your potential contributions to the company

Thank You Letter Example

Ms. Honey Bee Williams
435 South Hive Road
Sugar Hill, CA 98900
(876) 467-3457

February 6, 2012

Mr. Samuel Smith
Director of Personnel
Hines 57 Company
4567 Red Road
Sugar Hill, CA 98900

Dear Mr. Smith:

Thank you for the interview on Tuesday, January 15, 2012. I enjoyed meeting you and several of the plant staff during the tour. I was very impressed with the family attitude you have cultivated at Hines. I agree that a pleasant work environment is far more important to productivity than most supervisors realize. In my previous position as payroll clerk, I found that even small things such as remembering a person's birthday did a lot toward creating a positive work environment. Your company's attitude is one of the primary reasons I am so interested in joining your team.

I also wanted to mention that as I reviewed the job description and requirements you provided, it occurred to me that I had forgotten to tell you about my experience in planning and installing a departmental budgeting system for a consumer product manufacturer.

I look forward to talking with you at the end of the week about the opportunity to join the Hines Company family as your new Bookkeeper. I know I will find it both satisfying and exciting.

Sincerely,

Ms. Honey Bee Williams

VOS Letters

The VOS system's Letter Builder component takes all the guesswork out of creating professional-looking letters to prospective employers. You can use this function to create multiple letters to send to employers. To access the Letter Builder, use one of the following methods:

- ☐ On the Job Seeker Services options screen, select Letter Builder.
- ☐ On the Navigation Menu, click Job Seeker Services>Letter Builder.

This is Letter Builder's layout page, where you may enter or edit your letter. To work with your letter, click the link for a letter section and follow the instructions. When you are finished, be sure to click the **Save This Letter** button or your changes will be lost.

Letter Builder

[Return Address](#)
1001 Omaha Circle
PALM HARBOR, FL 34683
Phone: 727-786-7965

[Mailing Address](#)
[SAMPLE]
Dr. Hernando Rivas, Ph.D.
Chairman, Psychology Department
Coconut Beach University
5687 University Drive, Building 5
Coconut Beach, Florida 36712-4231

[Salutation](#)
[SAMPLE]
Dear Sir or Madam,

[Opening Paragraph](#)
[SAMPLE]
I am a first-year CBU graduate student working toward a Master's Degree in English Literature. This morning, on the way to class, I noticed your December 14 bulletin board posting for a part-time transcriber in the Psychology Department. I am currently looking for a part-time job, and believe that both my class schedule and qualifications are a perfect match for your requirements.

[Body](#)
[SAMPLE]
On my attached resume, please note that I have only recently returned to school after several years in the workforce. In addition to working as a receptionist/appointment scheduler for a family counseling center for over two years, my experience includes over eight years of medical transcription for one of the largest clinics in the area. Considering my familiarity with both the psychological and medical fields, in addition to my transcription and language skills, I am sure you can see how I could be an asset to your department.

[Closing](#)
[SAMPLE]
Regarding my availability and class schedule, I could begin work anytime after December 31 and could work from 1:00 P.M. to 6:00 P.M. on Mondays, Wednesdays, and Fridays. This seems to work well with the proposed work schedule mentioned in your job posting. I also would like to mention that I am currently carrying an A- grade average in my graduate studies. If you would like to set up an appointment to discuss the position with me, please call my home number after 6:30 P.M. on weekdays or leave a message with the English Department and I will get back to you.

[Signature](#)
[SAMPLE]
Very Truly Yours,

Fred Franks

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To Enhance Your Employment Portfolio

More Job Search Tools

Salary History

If an employer requests your salary history, you should not include it in your resume or the cover letter. It should be prepared on a separate sheet and should be laid out like this:

Salary History Example:

Your Name
Your Address
Your Telephone Number

Salary History

Employer Name & City or State	Your Job Title	Your Salary
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Start with your most recent employer and work backwards. Include jobs going back for 10 years. Ensure that the salary information is consistent: convert all your salaries to the same format (that is, per hour, per week, or per month, etc.). Do not expect the employer to do the math for you!

If you were previously earning much more than your current salary expectations, you need to explain to the employer in the cover letter why this is not an issue for you. This is easy to do if you have a new career goal. If you are planning to stay in the same field, you need to explain to an employer why salary is not your main motivation.

If you were previously earning much less than your current salary expectations, you need to explain why your salary expectation is now higher, in terms that explain your increased value to an employer such as recently upgraded training, etc.

Job Readiness Checklist

- ☐ Answering machine/voice mail/cell phone.
- ☐ E-mail address – professional.
- ☐ Telephone credit card or low-cost long distance service.
- ☐ Use of fax machine – Ventura County Job & Career Centers.
- ☐ Record of all receipts for job search (mileage, printer ink, home computer supplies) – may be tax deductible.
- ☐ Subscriptions to newspapers/magazines – may be tax deductible for job search related – or use at the Ventura County Job & Career Centers.
- ☐ Use of personal computer (printer) – or come to Ventura County Job & Career Centers.
- ☐ Job interview clothing – professional attire – (suggested two suits, different blouses and shirts) – clothes closet, consignments shops, thrift stores, discount department stores.
- ☐ Home Internet Access – (some inexpensive services such as Juno, NetZero, etc.) – or use Ventura County Job & Career Centers.
- ☐ Stationery (resume paper, envelopes, stamps, etc.) – Ventura County Job & Career Centers.
- ☐ That you have applied for Unemployment Insurance Benefits (Employment Development Department) – Unemployment direct phone lines in Ventura County Job & Career Centers, or flyer with 1-800 number on it, or EDD web site.
- ☐ Minimum commitment of 25-30 hours per week to search for a job.
- ☐ Calendar/Planner – available at Ventura County Job & Career Centers or local discount stores.
- ☐ Employment Portfolio
 - Master Application
 - Resume
 - References
 - Certifications

Sources for More Information

The Job Hunting Handbook, Dahlstrom and Company, Inc., 2000, Holliston, MA 01746.

Networking, JIST Works, Inc., 1985.

Super Job Search

The Complete Manual for Career Changers

Gallery of Best Resumes, Second Edition, by David R. Noble, JIST Works, 2000, Indianapolis, IN, 46216.

Electronic Resumes & Online Networking, by Rebecca Smith, The Career Press, Inc., 2000, Franklin Lakes, NJ, 07417.

Cover Letter Almanac, Adams Media Corporation, 1995, Avon, MA, 02322.

Proof of Performance: How to Build a Career Portfolio to Land a Great New Job, by Rick Nelles, 2001, Impact Public, Manassas Park, VA.

No One Is Unemployable, by Debra L. Angel & Elisabeth E. Harney, 1997, WorkNet Publishers.

Ventura County Virtual OneStop Version 6.0 Individual Services User Guide, Geographic Solutions1001 Omaha Circle, 2006, Palm Harbor, FL 34683,
Web Site: www.geosolinc.com.

Job&Career Centers



Fillmore

Fillmore Community Service Center
828 Ventura Street, Suite 200
(805) 524-8666

Moorpark

Moorpark Community Service Center
(Ruben Castro Human Services Center)
612B Spring Road, Suite 301
(805) 523-5444

Oxnard

West Oxnard Job & Career Center
635 S. Ventura Road
(805) 204-5100

Santa Paula

Santa Clara Valley Job & Career Center
725 E. Main Street, Suite 101
(805) 933-8300

Simi Valley

East County Job & Career Center
980 Enchanted Way, Suite 105
(805) 955-2282

Thousand Oaks

Thousand Oaks Community Service Center
80 East Hillcrest Drive, Suite 200
(805) 449-7320

Ventura

Ventura Job & Career Center
4651 Telephone Road, Suite 200
(805) 654-3434

Employment Services Information

(800) 500-7705
www.venturacountyjcc.org

Employer Services

HSA-Employer-Services@ventura.org



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COUNTY OF VENTURA

www.vchsa.org