

Tips when applying for a Job

A. HAVE A GOOD COVER LETTER that:

- Grabs the reader's attention
- Highlights your strengths
- Persuades a potential employer to hire you
- Calls attention to your resume, but don't repeat what's in it.
- States how you can be reached.
- Indicates the position you are applying for
- Says how you heard about the job
- Says why you are interested. Show your enthusiasm for the company or its exciting product line.
- States what you know about the company
- Gives your qualifications, accomplishments that best relate to to your targeted position and shows your eagerness to be interviewed.
- Refers to your resume to guide the employer and demonstrate your skills.
- Explains how your courses (if a recent graduate) part time work, volunteer or other experiences qualify you for the position.
- Closes by asking for an interview.
- Thanks the reader for his/her consideration

B. BEFORE CORRESPONDING you should:

- Research companies of interest
- Identify person most likely to hire and/or supervise you, to determine interest and request an interview
- Consider scheduling an interview even when there is no job opening. Many jobs are created this way to accommodate good people.
- Then send your resume and covering letter.

C . SOME DO'S AND DONT'S:

- Use quality matching stationery for cover letters, resumes, reference sheets and envelopes.
- Never use "To whom it may concern"
- Punctuate properly, use correct grammar and spell out acronyms.
- Have someone proof read your letter.
- Be positive, concise and clear about what you want - including an interview.
- Demonstrate your knowledge about the company, its achievements and its challenges.
- Don't wait for a call after sending your resume. Take the initiative and call within 10 days.
- Don't take rejection personally.
- Stay motivated.

- Persist.

You will soon get the correct position.