

## Applying for a Job

# *Investigating Your Career*

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## CHAPTER 14

# Applying for a Job

### Goals

- \* Complete a Personal Fact Sheet.
- \* Write an effective resume.
- \* Select references.
- \* Write a cover letter.
- \* Complete a job application.
- \* Describe various preemployment tests.

## Completing a Personal Fact Sheet

- Your **Personal Fact Sheet** is a summary of basic information about you and your education, experience, and qualifications.
- You will use the information on your Personal Fact Sheet when you:
  - Write resumes and cover letters.
  - Complete applications.
  - Prepare for interviews.
  - Fill out forms after you get a job.

# Writing Effective Resumes

- A resume is a summary of your qualifications and experience for a particular job.
- For you, the purpose of a resume is to persuade a potential employer to offer you a job interview.
- An employer will want your resume to answer certain questions, including:
  - How can this person help the company succeed?
  - Why should I hire this person?

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## Writing Effective Resumes

- Master “resume-ese.”
- Use suitable format.

## Master “Resume-ese”

- Use only essential information.
- Omit *I*, *me*, and *my*.
- Use phrases instead of sentences.
- Begin each statement with a strong verb.
- Use specific examples and numbers to show measurable accomplishments.
- Echo vocabulary used in your field.
- Use correct grammar, spelling, and punctuation.

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## Master “Resume-ese”

- Build your resume.
- Pick resume elements.
- Choose an organizational style.

## Build Your Resume

- Use the basic elements of your resume to show what makes you an employer's best choice.
- Choose an organizational style.



## Pick Resume Elements

- Personal information
- Job objective
- Education, internships, and related course work
- Related experience
- Workplace skills
- Languages
- Honors and activities

## Choose an Organizational Style

- Chronological
- Functional
- Combination

## Chronological Style

- Use to show a record of steadily improving education, skills, and work experience.
- Use when applying for a job in a conservative industry.

## Functional Style

- Consider using when making a career change.
- Note that employers often are cautious of functional resumes. Therefore, show measurable accomplishments to prove your ability in each skill.

## Combination Style

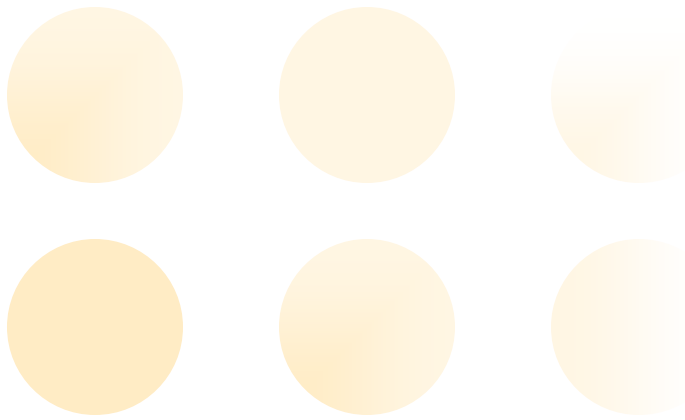
- Use to emphasize the match between your skills and the position requirements.
- Select when you have good skills but limited on-the-job experience.

## Use Suitable Format

- Traditional resumes
- Electronic resumes

## Traditional Resumes

- Keep your resume to one page.
- Print on light-colored, high-quality paper.
- Use a standard business font.
- Use simple design elements.
- Use white space generously.



## Electronic Resumes

- Companies that use selection software need resumes that are easy for computers to read.
- Check the employer's instructions before sending your electronic resume.
- True electronic resumes are created, transmitted, and stored by computers.
- Prepare an electronic resume by using a text-editing program to strip word processing codes from your traditional resume

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## Electronic Resumes

- Resumes formatted for scanners
  - Scannable resumes are traditional resumes that use simple formats and standard fonts.
  - Companies use an optical scanner to translate the printed information into computer code.
- Resumes as an e-mail
  - Some employers want the resume information keyed directly into the body of an e-mail.
  - Use the text editor to prepare your traditional resume for e-mail.

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## Electronic Resumes

- Resumes as part of an online application
  - Some companies set up online application forms that incorporate expanding boxes.
  - Copy, cut, and paste the information from the text-editor version of your resume into the appropriate boxes of the online form.
- Resumes as an e-mail attachment
  - Some companies specify that you use certain word processing programs to create a print-ready resume and attach it to an e-mail.
  - Attach the scannable copy of your resume.

## Working with References

- Select your references.
- Ask your references.
- Follow up with your references.

## Select Your References

When selecting references, look for people unrelated to you who:

- Can vouch for the qualities that will make you a good employee.
- Have worked with you on a job or a project.
- Have known you well for a long time.
- Write and speak well.
- Would be willing and able to spend time writing recommendation letters or talking to prospective employers.

## Writing Cover Letters

- Write about the employer's needs.
- Use a standard business format.
- Use correct grammar, spelling, and punctuation.
- Keep your cover letters to one page.

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# Writing Cover Letters

- Introduction
- Body
- Conclusion

# Introduction

- Apply for the job using the title from the job description.
- Impress employers with how your interest fits their needs.

## Body

- Present your skills and accomplishments.
- Relate your characteristics to the specific job requirements.



## Conclusion

- Ask for an interview.
- Say how and when you will follow up.
- Tell the employer how to contact you.
- Use a standard closing.
- Add the Enclosure notation.

# Filling Out Job Applications

- Companies use job applications:
  - To give them a standard measure to compare applicants.
  - To protect them from charges of irresponsible or illegal hiring practices.
  - To get your legal permission for background checks or drug tests.

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## Filling Out Job Applications

- For the best chance of getting an interview, follow these seven tips:
  1. Get an extra copy or make a practice copy.
  2. Read the entire application form before filling it out.
  3. Follow the instructions carefully and exactly.
  4. Answer every question.
  5. Be honest, accurate, and thorough.
  6. On paper applications, print neatly in dark blue or black ink or type the answers. For online applications, use spaces and hard returns to separate your answers.
  7. Answer questions using measurable statements.

# Understanding Types of Preemployment Tests

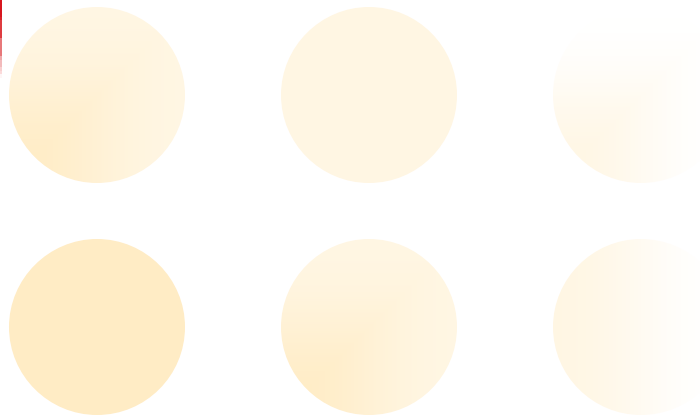
- **Preemployment tests** are screening tools that help employers determine if applicants have the qualifications to do the job successfully.
- Preemployment tests must meet specific legal requirements.
- Employers may give preemployment tests at different times during the hiring process.

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# Understanding Types of Preemployment Tests

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previous slide*

- Skill tests
- Personality tests
- Ability tests
- Integrity tests
- Drug tests



## Skill Tests

- Measure how well you can perform certain functions directly related to the job or how much you know about the context of a particular job.
- Are used to find out quickly if you could be effective in the job.

# Personality Tests

- Employers use personality tests to determine
  - How you respond to authority.
  - What motivates you.
  - How well you work on a team.
- You cannot study for personality tests—just answer the questions honestly and accurately.

## Ability Tests

- General ability tests find out if you have the basic skills necessary for almost any job.
- Specific ability tests measure your skills for a particular type of job.
- You can study for both kinds of ability tests if you know the type of test and the score you will need to pass the test.



# Integrity Tests

- Employers use integrity tests to try to learn how honest you are.
- Expect difficult questions on integrity tests.

## Drug Tests

- Employers may be legally liable if a drug-using employee injures others or damages property.
- Many employers require job applicants to pass drug tests.
- You have the right to refuse a drug test; the employer has a right not to hire you.
- Some foods, vitamins, or legal medications might produce positive readings.
- You may request a retest or a different test.

## Summary

- I can complete a Personal Fact Sheet.
- I can write an effective resume.
- I can work with references.
- I can write a cover letter.
- I can complete a job application.
- I can describe various preemployment tests and their uses.