

COVER LETTER

Your Present Address
City, State, Zip Code
Date of Writing

Name of Employer
Title of Employer
Name of Organization
Street Address
City, State, Zip Code

Dear (Name):

If you do not have the person's name, do not write "Dear Sir", or "Gentlemen". You might address the person by title, "Dear Personnel Manager" or by organization, "Dear (Name of Organization) Representative".

1st Paragraph--- Tell why you are writing; name the position or field about which you are asking. Tell how you heard of this opening or this organization. State why you are interested in the position, the organization, its products or services.

2nd Paragraph--- Refer the reader to the enclosed resume, giving additional information concerning your background and interests. This is where you show the employer how your interests, education and/or experience fit the job requirements. Tell the employer what you will do for the organization. Mention one of two qualifications you think would be of greatest interest to the employer, slanting your remarks to the employer's point of view. Try not to repeat the same information found on your resume.

3rd Paragraph--- Close by making a specific request for an interview suggesting date and time, or indicating that you will phone for a personal appointment. You can also request further information about the opening or the organization, or ask for an application. Make sure your closing is not vague, but suggests a specific action from the reader.

Sincerely,

(Your handwritten signature)

Type your name

Enc. (to show there are enclosed materials)

COVER LETTER WRITE-UP FORM

(your street address)

(your city, state, zip code)

(today's date)

(Name or Title of Human Resource Manager)

(Name of Company)

(Street Address)

(City, State, Zip Code)

Dear Manager:

Enclosed is a copy of my resume for your review.

I believe I would be an excellent employee for your company. I have skills in the areas of _____, _____, and _____. In addition, I am _____, _____, and _____.

Please contact me at _____. Thank you for your consideration and
(your phone number)

I look forward to hearing from you.

Yours truly,

Your name (printed)

TIPS FOR FILLING OUT EMPLOYMENT APPLICATIONS

1. Look the employer's application over carefully. Read everything on the form and follow instructions.
2. Answer all questions. If not applicable, enter das or "N/A."
3. Be sure to enter first and last name in the order requested.
4. Make sure you enter a phone number. If you have no phone, arrange to get a number where a message can be left. Make sure that person who gave you the number knows that he/she may receive calls for you about employment. Be sure to enter "m" or write "message" by the phone number.
5. Double check street addresses, phone numbers, and social security number to make sure they are correct.
6. Fill out the application in ink, or in type.
7. Print if your handwriting is bad.
8. Take your social security card and driver's license with you.
9. Know names and addresses of previous employers.
10. Know what position you held on each job; dates and salaries.
11. Know what schools you attended; locations and dates.
12. Know the names, addresses and phone numbers of at least three personal references (besides former employers).
13. Know dates of military service (if applicable).
14. Don't be careless, be careful. Your application is the first impression you make on the employer. You will be showing the employer your ability to think and follow instructions.
15. Don't hedge on questions regarding education, etc. Give the exact facts. Put it on the line, be frank and honest if these questions are asked.
16. REMINDER: For telephone answering machines, be sure you have a short, clear, and simple answering message that sounds courteous and professional. (i.e. no jokes, music, political or religious remarks.)

KNOW YOUR LEGAL RIGHTS WHEN JOB SEARCHING

| Categories | Employers May Ask: | Employers May NOT Ask: |
|-------------------|--|---|
| Age | Are you under the age of 18? | When were you born? How old are you? |
| Ancestry | No questions | What is your language, ancestry, or national origin? |
| Birthplace | No questions | Where were you born? Where were your parents born? |
| Citizenship | Are you a citizen? Do you intend to become a citizen? | Are your parents/wife/husband citizens? When did you become citizens? |
| Criminal Record | Have you been convicted of a crime? | Have you ever been arrested? |
| Dependents | No questions | Do you have children? Do you have childcare? |
| Disability | Do you need any special accommodations to perform the job applied for? How many days did you miss from work during the past year? | Do you have a handicap? Have you collected disability/workers' compensations? |
| Marital Status | No questions | What is your marital status? |
| Military | Are you a US veteran? What is your military history? | What type of discharge to you have? Are you collecting a service-connected disability pension? |
| Race | No questions | What is your race? Color? Photos cannot be required to accompany applications. |
| Relatives | No questions | Where does your mother, father, or any other relative work or conduct business? |
| Religion | No questions | What religious holidays do you observe? |
| Sex | No questions | What is your sex? |
| Sexual Preference | No questions | Are you a homosexual? |

If you feel you have been discriminated against—contact your local office of Human Rights.

Some employers may ask you questions they should not—questions that may be discriminatory. While you should not answer them, be prepared to deal with the underlying issues (for example a question about age may be the interviewer wondering if you can handle the job or a question about childcare may be the employer wondering about whether you will miss a lot of work...you can reassure the employer about these things without directly answering the questions).

REFERENCES: MAKE THEM WORK FOR YOU

Sooner or later in the job campaign, you are going to be asked for the names of three to six references. Some may be former employers, others contacts from non-work settings.

In either case, your references and what they say about you may make the difference between getting a job or not. Here are some tips for making references a strong part of your application.

Brief Your Contacts

Make sure the people you are using as references know about your current, as well as past activities and are also aware of the kind of work you seek. One of the best ways to do this is to provide them with a complete current resume, possibly augmented by notes on things they may wish to mention.

Get Their Permission

It goes without saying that you should always request permission to use a person's name as a reference. You need not ask him/her every single candidacy. Conversely, what former employers, community officials, and other known leaders say about you will help your cause.

Pick People Who Know Your Best Achievements

Were you honored in high school, college, or in your community for a particular achievement? Did you do something outstanding in a prior

time a name is used, but if you haven't cited the name recently, check to make sure it is still okay. Many people combine the request to use a reference with the process of briefing, cited previously.

You're Judged by Whom You Know

To the extent that persons you list as references are well-known and respected in your community, what they say about you will carry more weight. Ideally, references should be people who are leaders in an organization

position? If you have had some major achievements in life but don't want to tout them too highly, you can use as references someone who knows and can report on them.

After They Have Helped, Inform and Thank References

When you know they have given references for you, be sure to thank them and tell what happened.

at the management or professional level.

Provide Details on Your References

When you list references, give the name of the person, his or her job title, place of employment, address and phone number. It's best to use a work rather than a home address.

Pick the Right Kind of Reference

What relatives, ministers or rabbis, personal friends, and certainly therapists say about you isn't going to do much for your job

To the extent that they become interested in your job campaign, they are more likely to give a more favorable report next time.

APPLYING FOR JOBS IN PERSON

When Steve walked into the warehouse office, he didn't have an appointment. He had seen a help-wanted sign in the window, and he decided to apply for the job.

Many people apply for jobs this way. Some of them see a help-wanted sign on a bulletin board or in a store window. Others may see a help-wanted ad that asks applicants to apply in person.

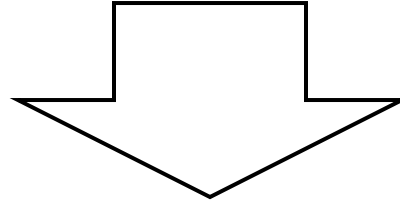
There are several advantages to look for a job this way. You get the chance to observe workers and to check out the working environment. You get to fill out application forms. You also get experience in meeting with employers, talking about jobs, and describing your assets. Each time you do this, it becomes easier, and you gain more confidence.

Applying in person can be one of the most effective ways of getting a job, if you know how to go about it. Let's look at what to do when you actually drop in.

- Don't drop in unless you are dressed appropriately for an interview.
- When you introduce yourself, say what the purpose of your visit is right away. Smile and look the other person in the eye. Shake hands firmly, if it's appropriate.
- If the time isn't convenient for the employer, try to set up an appointment.
- Be enthusiastic, polite, and confident. You want to show that you're interested in the job and that you feel you're capable of doing the work.
- Be prepared to fill out an application form. See the feature on this page for information on how to prepare ahead of time.
- If you're interviewed, participate in the interview by asking questions. Learn as much as you can about the job and the

company. Asking questions shows that you're interested.

- Before you leave, thank the interviewer or the person who took your application. Ask when a decision will be made about the job.
- Send the interviewer a thank-you note.



PREPARING TO COMPLETE APPLICATION FORMS

Steve Taylor carried a page of notes in his pocket when he applied for the job at the warehouse. He knew that the notes would help him fill in all the details on an application form.

You can be prepared, too, by making your own notes of the following:

- Your Social Security number.
- Your visa number – passport approval – and the expiration date. This is necessary only if you are not a citizen of the United States.
- The names and addresses of schools you attended and special courses you took. Also include the dates when you attended them.
- The names, addresses, and telephone number of your last three employers. Also include you supervisors' names and the dates when you started and when you left.
- The pay for your last three jobs. Include how much were earning when you starting and when you left.
- The names, addresses, and telephone numbers of three people who would recommend you for a job. These references can include past employers or people who know your skills and abilities, such as teachers or coaches. Before you list people as references, get their permission and confirm what they will say about you. Also, make sure their phone numbers and addresses are up-to-date.

FAX

TO: _____
FAX NO. _____
FROM: _____
RE: _____
DATE: _____

Comments:

of pages not including cover sheet: ____