**ENG 4C THE JOB SEARCH, RESUMES & COVER LETTERS**

Wilson

**1. The Employment Search**

The job search is a cycle that involves the steps that begin with identifying your interests, learning the job market and applying for jobs and then being interviewed and hopefully accepting a new job. The cycle continues as you decide whether or not to keep the job – which may cause the cycle to restart.

8. Evaluate

Job

1. Identify our interests and goals

y

 START HERE

2. Evaluate your qualifications

7. Accept

Offer



























3. Choose a career path and goal

6. Interview with employer

5. Design a resume and cover letter

r

4. Search the job market

**2. RESUMES**

Once you decide on a job that interests you, it is important to prepare a resume that showcases

your strengths for that specific job. Using the same resume for all jobs isn’t always the greatest idea.

Use the **3 x 3 Business Writing Process to write your resumes. See the samples provided.**

**CHRONOLOGICAL RESUME:** This is the most common resumes and lists information in order of most recent to earliest experience. This is useful for

someone with a lot of experience.

**FUNCTIONAL RESUME:**

**COMBINATION RESUME:**

This type focuses on **skills** rather than experience. This is good for someone with volunteering or related job experience. Skills and accomplishments are grouped in a way to emphasize the candidate as a good potential employee.

This style combines the strengths of chronological and functional resumes to highlight the job experience and the skills of a candidate. It is a good choice because it provides a good picture of the candidate to employers.

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**3. COVER LETTERS**

A cover letter is a good idea to include when applying for jobs, (or scholarships and bursaries,

for that matter). It has three purposes: (1) It introduces the resume, (2) highlights strengths that would benefit the reader, with room for support, and (3) it works to “sell” who you are to potential employers.

**PARTS OF A COVER LETTER…**

**a. Opening**

-Address it to a specific person if possible, (usually found in a job ad)

-Explain where you found out about the job, (in a newspaper, Internet, friend, etc.)

**b. Body**

-Build interest by explaining what you can do for the employer

-Goal should be to relate yourself to the specific job by highlighting your skills and experience

-Include the three most important qualities that you bring to the job you want

-Discuss relevant personality traits, (i.e. organized, efficient, able to work in teams, etc.)

-Tell reader to refer to resume for additional information

**c. Closing**

-Ask for an interview and supply your telephone number and best time to be contacted

-Try to find other ways to refer to yourself rather than repeating the word “I”

-Thank the reader for taking the time to consider your application