

The Complete Application And Cover Letter



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Completing Application Forms

- Unlocks the door
- Important part of Job Search
- Complete before or after interview



Why do Employer's use Applications?



- To learn about you and your qualifications.
- To compare you to other applicants.
- As a screening device.

Why do you need to fill out
an application anyway???



To get an interview,
of course!



Here are some ways you can
“up” your chances of getting
an interview.

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Make a solid impression!

- First impression of you! As the saying goes, “You only get one chance to make a GREAT first impression!”
- Make sure it’s perfect (it’s a mirror of you)



What can YOU do?

Create a positive first impression by dressing appropriately when picking up/dropping off your application. Watch your body language. It sends a powerful message about you!



The Paperwork!!!



The job
isn't finished
until the
paperwork is
done!!

REMEMBER.....



- Normally used to eliminate people
- Read entire application before completing it
- Print using black ink
- Answer all questions
- Use N/A if a question doesn't apply to you

Do.....



- Target your qualifications
 - Have a job description available. Highlight skills you have that match description
 - Knowledge is power-know what the employer values and expects from employees

What do I put on my application form?

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- No “I” statements
- Lead with strengths
- Clear, concise statements
- Proofread
- Visually appealing
- Neat, organized, professional
- Know qualifications, skills, abilities and accomplishments



Say it with *A Punch!!*

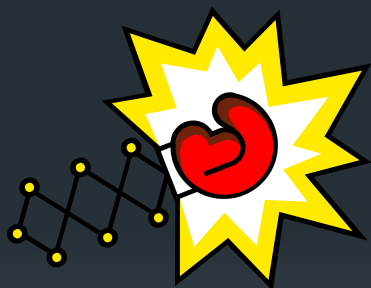
Use action verbs/buzz words in your resume to get their attention!

✦ *Maintained, Coordinated, Developed*

✦ *Planned, Assisted, Achieved*

✦ *Played, Taught, Led*

✦ *Earned, Recommended, Performed*



These are just a few ideas of strong buzz words you can use in your resume.

The Never, Evers.....

- Abbreviations or acronyms
- Remember-"I"
- Salary
- Incorrect verb Tenses
- Hobbies, social interests unless....
- Fold
- Pictures of self
- False Statements



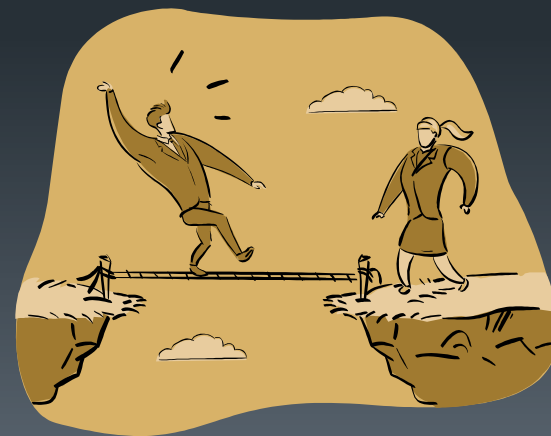
But what about...

- Job Gaps?
- Salary Requirements?
- Position Desired?
- Reason for leaving?



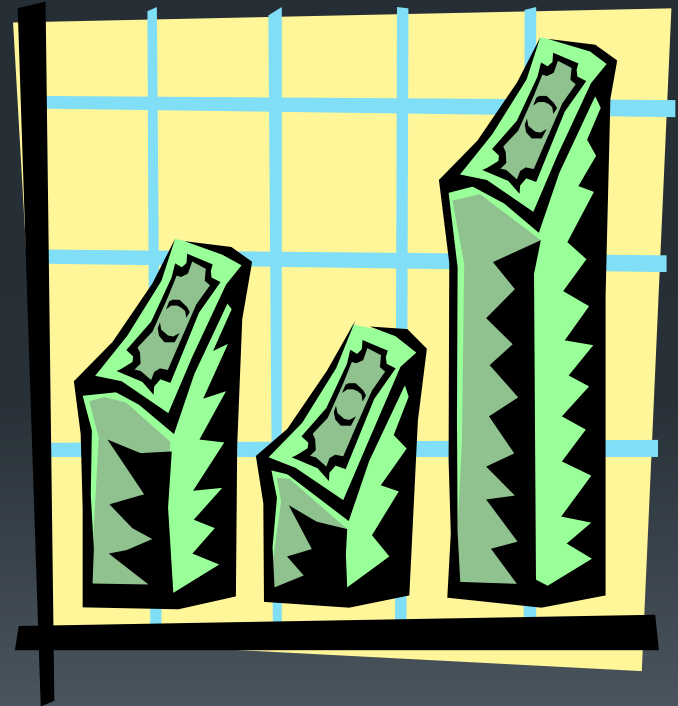
Job Gaps

- If you have job gaps in your employment history, be sure to think of positive ways you were spending your time while unemployed. They will probably come up in an interview.
- Some examples
 - managing and maintaining a household
 - attending school/training
 - raising your family



Salary Requirements

- Use negotiable or open
- If pressed, give a salary range



Position Desired

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- Don't expect employers to figure out where you will fit in their organizations...
 - If the job is an advertised one, or you are looking for a specific position, enter that job title in the blank space provided.
 - Unsure, state the name of the department.
 - Applying for more than one position?

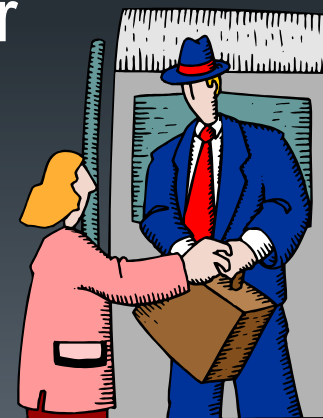
Fill out more than one application.

Reasons for Leaving

- Fired?
 - Use “involuntary separation”
 - You can also contact your former employer to find out what will be said if they are contacted for a reference.
- Quit?
 - Be prepared to explain the reason for quitting in the interview.
 - Avoid saying negative things about your former employer.

Reasons for leaving cont'd...

- Laid Off?
 - If you were laid off from a job due to no fault of your own, you may want to let the employer know it was because of lack of work, lack of operating funds, temporary employment, seasonal employment, or whatever the reason was



Use the proper tools!

- Be careful about spelling and grammar.
- Print neatly and clearly.
- Review each question and your response to it carefully.
- Ask someone to proofread your application before you submit it.



Cover Letter.....Do I really need one?

- ∂ Cover letter-Letter of application
- ∂ Personalize your resume, Identifies you & why you are writing
- ∂ Always address to a specific person
- ∂ Express your value (skills and abilities)
- ∂ What you will do next
- ∂ No more than 3-4 paragraphs



References-What do I do with them?

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- ∂ Always ask the person first
- ∂ Give your references a copy of your resume
- ∂ 3-5
- ∂ Information about references
- ∂ Types of References



References continued...

- ∂ Work related
- ∂ Professional (may include organizations, clubs or volunteer activities)
- ∂ Academic
- ∂ Personal



Remember:

**YOU choose what
impression you
will make!**

**Be the best
that you can be!**

