



Preparing for Employment

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Cover Letters/Resumes

- Objective Statement
- Education
- Employment History
- Skills
- References

Contact Information

- Always include your most up to date contact information
- Include your email address **ONLY** if you check your email regularly

- Jane Doe

- 16837 180th Street
 - Omaha, NE 68135

- (402) 896-3000

- jane.doe@gmail.com

Cover Letters

- Be brief and to the point
 - Most of the time a cover letter for a job application only has to state that you are applying for a position and that the application and supporting materials are enclosed. If you'd like to provide additional information, that's fine, just keep it brief.

- Make no mistake about it.
 - The most important caveat in a cover letter? Make no mistake about it. Absolutely no errors. Your cover letter must be perfection itself. A typo, a poor printing job, a misspelling - mistakes will make a poor impression, because they imply that you don't care.

- Avoid fancy fonts and colors
 - You are not creating a flyer or a poster. So use a business font such as Arial. No colors. Black on white reproduces easily. Use a plain white paper. No deckled finishes or colors either. Print your cover letter and resume on a laser printer, if available. DeskJet printer ink smudges.

- Keep it short
 - Your cover letter should be one page in length and perfectly centered. The cover letter and resume are never folded. They are placed in an envelope large enough to accommodate them unfolded.

Resumes

Objective Statement

- Informs your reader what you want to achieve.
- The statement is a concisely written declaration that answers the question - Why are you sending me a resume?
- Example:
To obtain a position as a valued member of your organization that leverages my achievements, skills, energy and talent as an employee.

Experience (Employment, past and present)

- In chronological order, list employment. Be sure to include dates of employment and significant duties.

Experience (Employment, past and present)

□ Example:

2007-Present, Teller, Bank of the West, Omaha, NE

- Effectively respond to customer requests
- Responsible for maintaining records for an excess of 200 daily transactions
- Manage a high level of confidentiality

□ **2005-2006, Sales Associate, Target Stores, Omaha, NE**

- Efficiently waited on customers
- Organized a high volume of daily merchandise
- Assisted management in product placement decisions

Experience (Employment, past and present)

- Always be prepared to discuss:
 - Reasons for changing employment
 - Holes in employment dates
 - Don't feel obligated to share specific, personal information, but be able to provide some type of explanation
 - Prior job duties, roles, etc.

Education

- Your education implies your willingness to learn and grow to potential employers.
- Example:
 - Diploma, Millard South High School, Omaha, NE
 - BS, Kansas State University, Salina, KS (In Progress)
- This is also a great place to mention relevant, extra curricular activities.

Skills

- Don't be afraid to brag a little! Highlighting your skills is a great way to let employers know where you excel.
 - Great verbal and analytical skills
 - Ability to communicate at many levels
 - Excellent ability in written and oral correspondence
 - Bilingual

References

- Remember to include both professional and personal references.

- Jessica Smith, General Manager
Heartland Programs
700 Jupiter
Salina, KS 67401
(785) 309-5000

General Suggestions

- Proofread, proofread, and proofread again
- Be honest and accurate
- Obtain reference's permission

Background Checks

- Many employers perform background checks on potential employees
- Know your own background.
 - Did that speeding ticket count as a misdemeanor?
- If an application asks if you've ever had a misdemeanor, be honest.
 - If you've had one, it doesn't mean you won't be hired. However, if you've had one and you mark "no" on an application, you've falsified an application.

Congratulations, you've applied!

- Now what?
 - Remember that you've applied for a job. Be ready to answer the phone in a very polite, courteous manner (especially when you don't recognize the number on caller ID).

After you've applied...

- If you don't hear anything, give it about a week. Call the HR representative to make sure they've received your application. If they have, express that you're still excited and interested in the position.

The Interview

- Be available
 - Even if the scheduled interview time doesn't seem convenient, make it work.
- Be prepared
 - If time allows, do a little research on the company. How long have they been in existence? What products/services do they provide? How are they involved in the local community?

The Interview

- Dress for success!
 - The way you dress could be a direct reflection of your professionalism.
 - If you don't have something to wear, call a friend.
- Be early
 - There's a good chance there will be paperwork to complete before the interview begins. Arrive 15 minutes early to ensure you're finished in time for the interview.

The Interview

- Be friendly
 - Your interview begins the second you walk in the door. Smile, shake hands, and speak clearly.
- Be honest
 - Remember, it's best to be honest. If you don't know the answer to a question, it's okay to say "I'm sorry, but I don't know the answer to that".

The Interview

- Stay as calm
- Answer confidently
- Be yourself
- Ask questions
- Say “thank you”

Questions?

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