

Career
Training
Employer



ACCESS

Academy for Continuing Careers, Employment & Soft Skills


**Kentucky
Career Center**
Career Training Employer
Bluegrass
americanjobcenter

WELCOME TO ACCESS.

The Academy for Continuing Careers, Employment & Soft Skills (ACCESS) was developed by the Kentucky Career Center – Bluegrass WIOA staff in collaboration with local employers to bridge the employability skills gap between what job seekers know about what employer's want and what employers really expect of their future employees. The program is an intensive, multi-day, free training for job seekers seriously interested in securing a career and succeeding in that career.



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Introduction

ACCESS is a work readiness academy that will provide those who choose to commit to it everything needed to enter full-time employment and to keep that job. The purpose of this academy is to match you, the job seeker serious about finding a good job and keeping it, with employers who are looking for a great employee.

The first thing we need to address is that this will not be your typical, “Let’s tweak your resume, and you will get a job” kind-of-class. This is a class for those who are ready to face some harsh realities about the job market and walk out of here with tools - not excuses - ready to do what it takes to find the right job and keep it. There is no longer an excuse for people who are looking for work to say, “There just aren’t any jobs out there.” That simply isn’t true. We know this because the Kentucky Career Center - Bluegrass holds countless job fairs and hiring events around the area each year. Each event brings out employers and hundreds of employment opportunities! These jobs run the spectrum from entry-level blue collar jobs to highly-specialized white collar careers.

Orientation

ACCESS is an employment boot camp, not a classroom. Completing this academy will require the same level of dedication and commitment you would place into being hired. Your success in this program is tied 100% to demonstrated competencies; these competencies will be measured as assessment tests or by observations of your individual behavior.

How this book works.

This training will take an honest approach to the hard work it takes to find a job, get a job, and keep a job.

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*TRANSFERABLE SKILLS WILL BECOME
EVEN MORE IMPORTANT TO EMPLOYERS
AS AUTOMATION REPLACES THE NEED
FOR REPETITIVE AND MANUAL TASKS.*

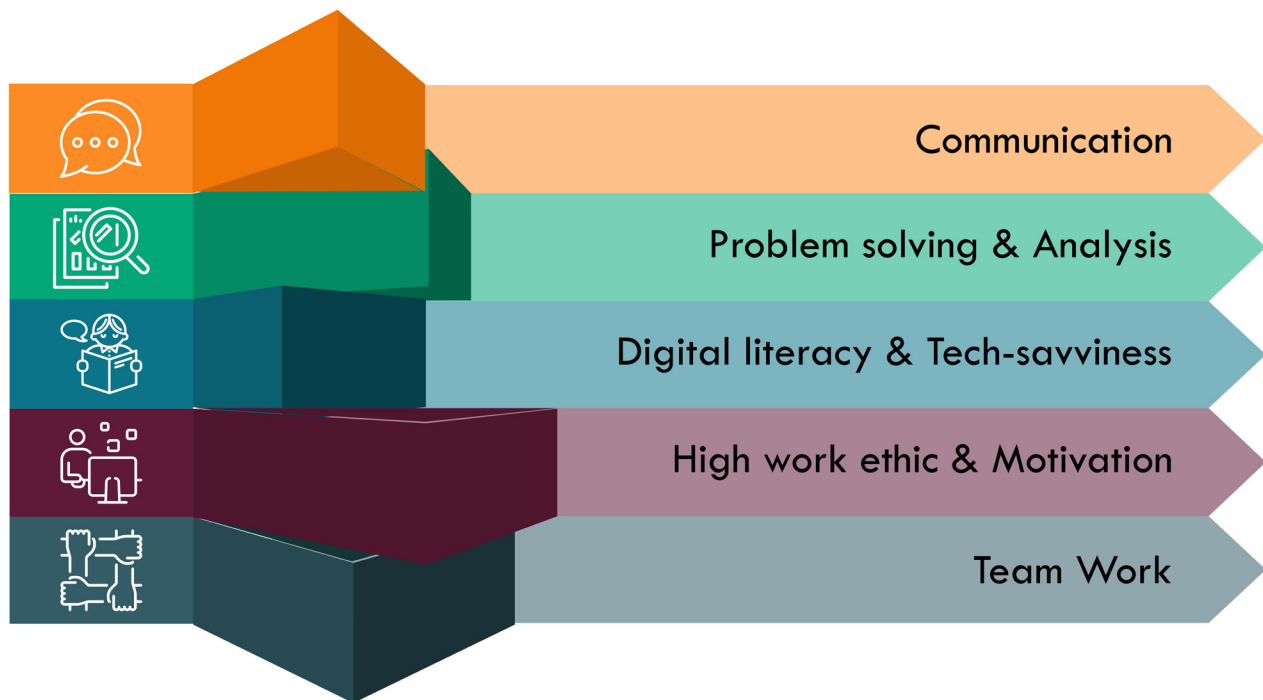
Transferable Skills

Know Your Value

A significant challenge you may face in preparing for a new career is recognizing value in the skills you currently have, and how they are useful to other employers and the careers they can offer. Career changes can be intimidating enough when you have “apples-to-apples” experience. Writing a resume

becomes more of a challenge when you're taking a completely new career direction.

So, what do you do as a job seeker when you're forced to consider a career change? You embrace those transferable skills!



What are Transferable Skills?

Transferable skills go with you from job to job. These skills can be broken down into two types "hard" and "soft" skills. From there we can look at them in five categories: Communication, Problem Solving & Analysis, Digital Literacy & Tech Savviness, High Work Ethic & Motivation, and Team Work.

If you take the time to identify your transferable skills, you can convince employers that you have the core skills necessary to excel in your new career choice.

Identify Transferrable Skills

Recognize strengths and opportunities: One of the first steps you need to take is identifying your current skills. Knowing your strengths and weaknesses will help you match your skills to a suitable job. This includes determining your abilities, skills, preferences, and interests and how they align to opportunities in fast-growing fields or in-demand careers. Online job sites and newspaper classified ads can help you discover who is hiring and which professions are in-demand. The Kentucky Career Center - Bluegrass/American Job Center can assist you in identifying your transferable skills how they align with the high-demand fields in the Bluegrass Area.

Create a personal fact sheet: Making a comprehensive list of your past experiences is one of the most practical things you can do in your job hunt. Putting everything in one document will help you pick the most appropriate items to include in your resume. In addition, having this document with you when applying for jobs will ensure that you complete your applications quickly and accurately.

Become familiar with required skills: Read job ads and focus on the skills a job requires. You may not

possess all of the requirements, but look for skills that are somehow related to those you developed via another career, hobby, or educational pursuit.

For example, a teacher making the transition to sales might find that presentation, organizational, and interpersonal skills are desirable for salespeople. They could then highlight their experience giving daily group presentations, creating and launching educational programs, and building team morale. All these are examples of transferable skills.

Occupational Information Network (O*NET) (onetonline.org): This site provides a keyword search tool that lists job skills based on career field. Search the list for those skills you can transfer to your new industry. Refer to your personal fact sheet, if necessary.

Industry Networking: Talk to workers in your desired field, read trade publications, read employer websites, network at industry events and connect with industry associations to learn which skills are important. Once you have a good understanding of desirable skills, you'll know which ones to emphasize.

Demonstrate you're qualified for your career change

by prominently displaying your transferable skills on your resume. Showcasing transferable skills upfront helps the employer see the keywords they are looking for and prompts them to look at other parts of the resume for more details.

Your transferable skills may be included as a key skills list within your qualifications summary. You can lead with a statement like, "Highlights of related skills include:" followed by a bulleted list of your transferable skills.

Why do transferable skills matter?

If you want to answer, "Why are transferable skills important?", you can consider how these abilities might enhance your job applications and help you succeed at work. There are many types of transferrable skills, and they're important for the following reasons:

- They can make you more adaptable. Transferrable skills can ultimately make you a more adaptable employee. With the right skill set, you can prepare for sudden changes or challenges that might arise at work and meet them more effectively. Adaptability is often a key characteristic that employers search for in job candidates because it can show a prospect's ability to handle changes positively. Adaptable employees might require less supervision and contribute more to the team. A strong set of transferrable skills can increase your overall adaptability and potentially impress an interviewer.
- They are versatile. One of the main reasons transferrable skills are important is because they're versatile. Usually, you can use

transferrable skills in almost any position. For instance, if you have project management skills, you can use those skills in most management or leadership positions. Transferrable skills can also change as you use them in different roles, often improving or becoming more technical. You might use certain transferrable skills rarely in some positions and more frequently in others, giving you more opportunities to improve upon them.

- They are often permanent. Transferrable skills are typically permanent because you use them in any job. Permanent skills give you a lifetime of opportunities to use, improve, and share those skills with others, which means they often become more valuable to employers over time. For example, if you've used the same three transferrable skills for 20 years across four different positions, you likely have a firm understanding of how to use those skills, which can greatly benefit your next employer. You can learn new transferrable skills at any time during your working years, so you might accumulate quite a few of them.

- Transferrable skills are reliable. Transferrable skills are moldable and desirable, making them a reliable source of confidence during your career. Transferrable skills can sometimes help you expand on technical skills, making them more valuable. For instance, if you have strong research skills, you can use those in any position to research the current technical standards in your industry and learn how to improve your basic technical skills. You can include transferrable skills on a resume, which may help fill any skills gaps where you lack experience, such as for entry-level positions.
- They can make you a more desirable job candidate. A core set of transferrable skills can ultimately make you a more desirable job candidate by showing an employer that you have other skills to offer besides your technical ones. This is important because employers often look for more than just someone who has technical proficiency. They might look for candidates with strong social or teamwork skills, problem-solving abilities, or organizational skills that aid in the execution of the job duties. You can discuss transferrable skills during an interview and include them on your resume.
- They're often easy to learn and comprehend. An advantage of transferrable skills is that they're typically easy to learn and comprehend. With some practice, you can quickly master certain transferrable skills that you can use in any job. For instance, you can learn to collaborate with team members by working closely and communicating with your team. This is a skill most employers want in a candidate, and it requires little practise to become proficient in it.
- You can teach them to others. You can also teach transferrable skills to others quickly and efficiently. For instance, if a teammate wants to improve their organization skills, you can offer them tips to reorganize their time and workspace and techniques to maintain that organization long-term. You can teach transferrable skills to anyone, which can help impact your work positively and gain the trust and confidence of your team, which may result in career advancement opportunities and recognition.

Applying Transferrable Skills.

Now that your transferrable skills are identified and you've applied them to your resume, back them up with examples of how you successfully used those skills in another career field or other experience. Use the STAR (situation, task, actions, results) approach:

- **Situation:** Set the scene.
- **Task:** What task(s) needed to be done?
- **Actions:** What did you do to accomplish the task?
- **Results:** What were the results of your work?

As a career changer you can build confidence that the basic skills you have developed in one career transfer to a new career. The STAR stories can be added to a key accomplishments section to demonstrate previous success using these transferable skills.

Job Search

Ways to Look for A Job

Searching for a job has changed in the last few years. There are new rules for job searching that make finding a job faster, but it can be more challenging.

Most job-hunters think there are basically only three ways to go about their search: ads, agencies, and the internet. Actually, there are a lot more:

1. Contacting companies directly.
2. Going to places where employers come to pick out workers, such as a job or career fairs.
3. Taking a Civil Service Exam.
4. Networking with family members, friends, former coworkers, and teachers or professors for job leads.
5. Using social media.
6. Uploading your resume to a recruiting site.
7. Creating a virtual resume or portfolio.
8. Knocking on the door of any employers.
9. Networking or Job Clubs

Can you think of ways to job search that aren't listed here?

There really isn't a bad way to job search; the important thing is to mix it up a little and stay persistent! Your job hunt gets a lot more in-depth as you begin to look at job opportunities, the employers offering them, and how they want you to apply.



Resume Building and Customizing

Your resume communicates your qualifications tells employers what makes you different. The purpose of a customized resume is to get you an interview.

Recruiters use Google and LinkedIn searches to find talent, instead of paying for job-board or talent databases. Many companies are even mandating that every new application goes through a Google

screening process. That means that the first page of your Google results matters. A customized resume may have a better chance of passing an employer's applicant tracking system (ATS). Even if you have the experience and skills, if your resume does not contain the right words, it may not pass the ATS. That is why a resume customized to the specific job is so important.

Resume Building

Let's begin with some best practices to resume building.

1. A clear resume format. We'll look at a few popular resume formats in just a moment.
2. Your resume should be one page in length. You should only extend it to two pages if you really believe additional information is needed to get you the job.
3. Clear section headings. Make each section clear and use the same size font and style for each heading.
4. Don't fear the white space. You should have nice wide margins. If you overcrowd your resume, it will be difficult to read and discourage hiring managers and recruiters.
5. Use an easy-to-read font. Use a font that is eye-catching but in a good way. (Examples: Acumin, Roboto, Source Sans, or Tunga), Don't ever use scripted or cartoony fonts like: "Comic Sans", Chiller or Gigi)
6. Make the font size readable. For normal text use a size 11 or 12 font and 14 to 16 for section titles or headers.
7. Save your resume as a PDF. Always have a PDF version of your resume available. Word is an acceptable alternative, but there is a chance of messing up your resume. You should reserve Word for editing your resume, then export it to a PDF.

Types of Resume Formats:

- **Chronological** resume format. This is the most popular resume format among recruiters and, as such, the right format for most jobseekers if you have a work history to pull from.
- **Functional** resume format. This format focuses more on skills rather than work experience and is beneficial if you're just getting started with your career and have little-to-no experience in the field.
- **Combination** resume format. The combination resume is a great choice for experienced job-seekers with a very diverse skill set. It's useful if you're applying for a role that requires expertise in 3-4 different fields and you want to show all that in your resume.



Microsoft Word offers a variety of resume types. If you're not sure which to choose, a functional resume is a safe choice and showcases your skills over experience. The purpose of a functional resume is to draw attention to those transferable skills we identified earlier and lets the employer know you're up to challenge of the position you're applying for.

Building Your Resume.

Now that you've chosen a format you will complete the header. The header lets the employer know name and relevant contact information. You will need to make sure you have a professional and appropriate email address, and it should be an email you check regularly.

Here are some examples of acceptable and unacceptable emails to use when applying.

Acceptable Emails

lori.smith@gmail.com
mpratt21@gmail.com
taba.jones@gmail.com

Unacceptable Emails

younghottie@gmail.com
0bunk0skunk@gmail.com
sickshoes69@gmail.com

Below the header you will provide a summary or objective. A resume summary is two or three sentences which summarizes your career. Objectives are reserved for those with little to no work history or if you lack the skills to the job you're applying for.

What to include your resume summary:

- Your job and years of experience. (Example: Client Support Agent with 3 years of experience in the technology sector.)
- One or two of your top achievements (or primary responsibilities) in that position. (Example: Served as new staff ambassador and specializing in client retention)
- Lastly, you will include your goal. (Example: Looking for new opportunities as a Client Retention Manager with a growing company.)

Here is an example of how it all comes together.

"A dedicated, task-driven IT professional with three years experience in client relations, team building, and staff mentoring. Skilled at leveraging exceptional communication and interpersonal skills to engage with diverse individuals and groups at all levels of an organization. Seeking a position as a Client Retention Manager with ABC Company."

Here is an example of a career change objective:

"Manufacturing project manager with more than five years' experience management. Provided oversight to a team of 12 production team members including guidance on LEAN manufacturing. Looking to leverage skills and experience in LEAN theory managing outside sales for ABC Company."

If you don't have the experience to provide a summary, a resume objective is your other option. Objectives used to be the standard in resume writing, and is essentially the goal of the resume written in two or three sentences.

Here is an example of an entry-level objective:

Seeking a position in a dynamic organization where I can launch my career and work towards building a strong skill set. A hard working individual looking for a challenging position where I can showcase my skills and contribute to the growth of the organization.

Once you have your 10 second introduction, its time to focus on skills. Here, you want to mention all your know-how that makes you the perfect candidate for the job.

You will want to provide both types of skills - hard and soft skills.

- Remember hard skills are measurable abilities. This can be anything from using a particular type of machine or computer program to knowing how to rebuild an engine.
- Soft skills are personal skills are a mix of social skills, communication skills, personal traits, career attributes, and so on. Leadership, time management, and organization, are examples of soft skills.

When putting your hard skills in your resume, be sure to identify them by skill level. Here is how you do it.

- **Beginner:** You have some experience with the skill, either entry level or some classroom training.
- **Intermediate:** You have used this skill at work and have a good level of understanding.
- **Advanced:** You have a high level of skill and are the go-to person for that skill around the office and can assist other employees.
- **Expert:** You've applied this skill in several projects, you're not only the go-to for this skill in your office but other professionals in your field seek your advice.

Remember: NEVER misrepresent your skill level.

Soft skills aren't measurable so list them accordingly and based on what the employer may be looking for.

Adding Work Experience

There is a standard format to presenting your work experience...

- **Job title/position.** Your job title goes on top of each work experience entry. When the HR manager scans your resume, you want them to know, at a glance, that you have relevant work experience for the job.
- **Company Name/Location/Description.** mention the name of the relevant employer, as well as the location of the office you work/have worked in.
- **Dates Employed:** This is the timeframe of your employment in each company. Refer to your personal fact sheet. The standard format expected by recruiters and employers is mm/yyyy (this is especially important when your job application will be parsed by an Applicant Tracking System). Don't worry, you don't need to have the specific day, just month and year.
- **Achievements and Responsibilities:** This is the core of each work experience entry. Depending on your field, you want to list either your achievements or responsibilities.

One of the most common resume mistakes is listing only responsibilities in your work experience section. The hiring manager will have a good idea what your responsibilities were, so highlight your achievements. Specifically, tell them how exactly you helped the company grow, reach goals, and so on.

WORK EXPERIENCE:

Wardiere Inc.

Web Developer | Date and Year

- Ensure user satisfaction and retention by providing responsive tech support.
- Build and maintain software documentation sites using various programming languages.
- Increase productivity by using software to organize, track bug patches and add feature requests.
- Collaborate with other developers to update the website and create new features.

Correct Examples:

- Exceeded sales team KPIs by 30%+ for 3 months straight.
- Generated over \$24,000 in sales in 1 month.

Incorrect Examples:

- Generated leads through cold-calling
- Managed existing company clients

In some fields, there aren't that many achievements you can mention. In such fields, it can be difficult to separate yourself, so it's totally OK to stick to responsibilities instead.

Providing the Right Amount of Work Experience.

If you've got over a decade's worth of work experience, you're probably confused about how much of it you mention in your resume.

On the other hand, if you're new to the job market, you probably don't have any experience and are wondering what you could even mention.

Here are some tips for how much information you'd mention in your resume depending on your level of experience:

- Job hunters with no experience. If you don't have any experience, it might be a bit hard to fill in your work experience section. You can either keep it empty and focus on all the other sections, or fill it up with work experience in student organizations or volunteer experience. You might also consider using a Functional resume format.
- Entry-level candidates. List all the work you've done up to today. While some of it won't be relevant, it will still show the hiring manager that you do have practical work experience.
- Mid-level professionals. ONLY mention work experience relevant to the position you're applying for.
- Senior professionals. List no more than 15 years of relevant work experience. If your recent experience is as a CEO, no one cares about how you started your career as a production specialist.

Tips for an ATS Friendly Resume.

As you're compiling your work experience section make sure to consider Applicant Tracking System software.

- As mentioned previously, make sure your resume contains keywords tailored to the position you're interested in pursuing. Make sure to include them in your responsibilities and achievements under your work experience section.
- Keep your resume concise. Don't let your resume extend longer than two pages and try to keep it to one page. Sometime ATS software will disqualify resumes over one page long. Employers can set that limit.
- Always use an active voice when describing your achievements. An achievement written as "managed a production floor of 12 team members" is more engaging than the passive voice of "a production floor group of 12 managed by me".
- Use action words. Instead of saying "was responsible for," make your work phrasing impactful by using action words like "facilitated" or "guided".

Listing Your Education.

Formatting your education section is direct and simple. Bullets are perfectly acceptable.

Refer to the example below:

EDUCATION:

2022 - 2026 | Really Great University
Bachelor of Computer Science - Software Engineering

Optional Sections.

Finally, there are other sections that you can include on your resume but are not expected, things like hobbies and interests, languages, certifications, awards, or volunteer experience. These sections can help boost your resume, especially if it may be light in other areas like work experience. Just remember to keep to the two page limit.

Application Completion

1. Arrive prepared with the information you need. Be sure to bring your resume, social security card, driver's license, etc. You probably will also need addresses and phone numbers of previous employers, as well as starting and ending salaries for each previous job. It's always better to have too much information than not enough.
2. Read and follow instructions carefully. Always take a few minutes to review the entire application. Some applications ask for information differently and all have specific spaces in which you are expected to answer questions. Think of the application as your first test in following instructions.
3. Complete the application as neatly as possible. Neatness and legibility count; the application is a reflection of you. If completing it by hand, be sure to use only a blue or black pen -- and consider using an erasable pen or taking some correction tape to fix minor mistakes. Don't fold, bend, or otherwise mar the application.
4. Tailor your answers to the job you are seeking. Just as with your resume and cover letter, you want to focus your education and experience to the job at hand. Give details of skills and accomplishments and avoid framing your experiences in terms of mere duties and responsibilities. Show why you are more qualified than other applicants for the position. Include experience from all sources, including previous jobs, school, clubs and organizations, and volunteer work.
5. Don't leave any blanks. One of the reasons employers have you complete an application is





because they want the same information from all job applicants. However, if there are questions that do not apply to you, simply respond with “not applicable,” or “n/a.” Do not write “see resume” when completing the application (but you can certainly attach your resume to the application).

6. Don't provide any negative information. As with any job search correspondence, never offer negative information. Your goal with the application is to get an interview. Providing negative information (such as being fired from a job) just gives the employer a reason not to interview you. That doesn't mean lie, try putting a positive spin on the information. Remember even more important than not providing negative information is to be honest.
7. Always answer questions truthfully. The fastest way for an application to hit the trash can is to have a lie on it, but that doesn't mean you need to give complete answers either. For example, many applications ask your reason for leaving your last job. If you were fired or downsized, you should try to be as positive as possible and leave longer explanations for the interview; some experts recommend writing “job ended” as the reason you left your last job.
8. Do not put specific salary requirements. It is way too early in the job-seeking process to allow yourself to be identified by a specific salary request. You don't want to give employers too much information too soon. In addition, employers often use this question as a screening device -- and you don't want to be eliminated from consideration based on your answer. It's best to say “open” or “negotiable”, if possible.
9. Provide references. Employers want to see that there are people who will provide objective information about you. Pick your references carefully utilize past employers, coworkers, teachers, or family friends who are willing to be a reference. Be sure to ask them first! Most young jobseekers have a mix of professional and character references, while more experienced job-seekers focus on professional references who can speak of their skills and accomplishments.
10. Keep your application consistent with your resume. Make sure all dates, names, titles, and etc. on your application coincide with the information on your resume. Don't worry if the application is based on chronological employment while you have a functional resume.

Cover Letters

Types of Cover Letters

Cover letters provide detailed information on why you are qualified for the job you are applying for. Effective cover letters explain the reasons for your interest in the specific organization and identify your most relevant skills or experiences. Cover letters are sent or uploaded with a resume when applying for jobs.

1. **Email Cover Letters:** When you're sending an email cover letter, it's important to follow the employer's instructions on how to submit your cover letter and resume, and to make sure that your email cover letters are written as well as any other correspondence you send.
2. **Inquiry Letters:** An inquiry letter is sent to companies that may be hiring, but haven't advertised job openings. Inquiry letters should contain information on why the company interests you and how your skills and experience would be an asset to the company. Also provide information on how you will follow up and your contact information.
3. **Referral Cover Letters:** When you are applying for jobs a referral can go a long way. Hiring managers and recruiters are more likely to take a closer look at candidates who were referred by someone they know. When you mention a referral in your cover letter, be sure to mention the individual who referred you by name and also mention your connection with the person - how you know them.
4. **Summer Job / Internship Cover Letters:** When you're writing a cover letter for a summer job or internship, your cover letters should reflect how you are qualified and why you are interested in the position. It's also a good idea to mention your availability if the job posting mentions a start and end date for the job.
5. **Networking Letters:** Networking letters are used to request job search advice and assistance from your connections. These include introductions, referrals, meeting requests, and requests for career advice. These letters can be sent to people you know or to people to whom you were referred. They may be sent by mail, email, or via networking sites such as LinkedIn.



How to Write a Cover Letter

1. Begin by adding your contact information at the top. This will ensure that the hiring company can reply to you. This should include your whole address and phone number(s), email(s), and even a LinkedIn address whenever possible.
2. Write the date in the letter.
3. Write the name of the employer to whom you are applying for the job. Include the address.
4. Write the name of the person to whom you are writing.
 - If his/her name is not known, write Hiring Manager.
5. State the position to which you are applying so that the employer knows for certain. Explain where you found the advertisement too, such as in a newspaper, via a job site or through a friend who works there, etc.
6. Begin the letter by telling the employer why you want the job.
 - Also explain why the job would be suitable for you. Do not forget to mention that it will benefit by adding you to their team.
7. In the next paragraph, summarize your strengths and any particular qualifications or experiences that would be considered relevant to the position.
 - Refer to your resume for more detailed explanations of your qualifications and skills.
8. Include the most relevant aspects of your career in the next paragraph.
9. Finally, explain how you think you can contribute to the company and help it become more successful.
10. At the bottom of the letter, but before your closing and signature, write "I look forward to hearing from you at your earliest convenience."
11. End appropriately. Use closings such as: Sincerely, Respectfully, Thank you for your consideration, or Regards.
12. Sign and write your name underneath. (Signatures are not required for electronic or email cover letters.)

Here are some additional tips to keep in mind:

- Your letter should be clear and to the point. The employer's first impression of you is formed through this document.
- Type your letter.
- Double check that spelling and grammar are correct. Use correct paragraphs and punctuation. Have a friend, family member, or career center staff read through the letter to see if they can spot errors.
- Check to make sure that the letter is formal and does not contain any slang or informal language.
- Use a relevant font. Try to go with **Arial** or **Times New Roman**. Avoid fun fonts, such as **Comic Sans**, as this will impact the reputation of the letter immediately as it displays a lack of professionalism. There are some quirky jobs where this will go over well but they're the rarity, so err on the side of caution.

Examples of other cover letters can be found by doing a Google search for the type you are writing . Learning the value of each type of cover letter is important in your job search and in gaining the employers attention.

Your Street Address
City, State Zip Code
Email Address
Phone Number

Month, Day, Year

Mr. / Ms. / Dr. First Name Last Name
Title
Name of Organization
Street or P.O. Box Address
City, State Zip Code

Dear Mr./Ms./Dr./M. Last Name: (M. is now used to deal with gender identification assumptions.)

1st paragraph: State why you are writing, how you learned about the job opening, and introduce yourself.

2nd paragraph: Tell why you are interested in this job or working for this company. Share what you know about the company or this position and share your relevant experiences. Mention specific skills, qualities, or educational abilities that qualify you for this position. Detail specific items in your resumé that match the job requirements.

3rd paragraph: Say that you would like to interview for a position or to talk with the employer about hiring plans. Mention that your resumé is enclosed along with any other required documents. State what you will do to follow-up, such as call the employer within two weeks. Thank the employer for his/her consideration.

Sincerely,

(Handwritten signature)
Name typed

Enclosure(s) (refer to resumé, etc.)

NOTE: If necessary add another paragraph or two after the 2nd paragraph to further describe experiences and abilities.

Follow-Up Contact

You find a promising job listing online. Excited, you send a customized resume and tailored cover letter and wait for a response. Six weeks later, you're still waiting, your enthusiasm has waned, and you've concluded your resume has fallen into a black hole.

A proactive approach to your job search can improve your chances of landing interviews. These six tips will help maximize your success.

1. Make contact before sending your resume. Unless you're responding to an ad that requests "no phone calls," try to contact the hiring manager before you send your resume. Even if you don't know the name of the person handling the search, you can do a bit of investigation to locate the correct person.

Once you get the person on the phone, be brief. The purpose of your call is to express enthusiasm about the opportunity and that you can positively contribute to the team. Be prepared with an elevator pitch about your qualifications and the ways you could benefit the employer. Keep the focus on the employer, not yourself.

If you don't get to speak with the hiring manager, find out who the recruiter in charge of hiring for the position is, as well as the correct spelling of his/her name.

2. End your cover letter with a promise of action. Conclude your letter with something like, "I will follow up with you in a few days to discuss the possibility of an interview. In the meantime, please feel free to contact me at _____. " If you say you will follow up, make sure you do.
3. Follow Up Quickly on All Resumes You Send. Follow up within three to five business days. You can follow up by phone or by email (if replying to a blind ad or the ad specifies no calls.)

When following up by phone, try saying something like, "Hi, my name is _____ and I submitted my resume for your _____ opening. I'm extremely interested in this opportunity, and I just wanted to touch base with you on how I can benefit your operation."

If you are following up by email, your message should be brief. Here's an example:

Dear Name (or "Hiring Manager" if name is unknown):

I recently applied for your _____ opening, and I just wanted to follow up to make sure my resume was received. My strong background in _____, _____ and _____ appears to be an excellent match to the qualifications you are seeking, and I am very interested in your opportunity. I realize you may not yet be at the interview stage, but I am more than happy to answer any preliminary questions you may have, and I can be reached at _____. Thank you for your time and kind consideration.

Sincerely,

4. Be purposeful in your subsequent follow-up contacts. If several weeks pass after your initial follow-up without word from the employer, initiate another call or email.

Your purpose for following up could be to find out if a timeline has been established for interviews or to leave an alternate contact number if you will be traveling. As always, be polite, professional, and respectful.

5. Keep a contact log. Your follow-up attempts will be much easier if you keep a contact log of all positions to which you apply. Your log should include a copy of the ad for the position (don't rely on a job posting URL, as

jobs can be removed from the Web), the file name of the resume and cover letter you sent, contact dates, names of hiring managers and a summary of information you gleaned during your contact with them.

6. Don't be a pest. Repeated follow-ups are tricky. Exercise restraint after your third or fourth follow-up contact. Don't give up hope if your

follow-up efforts don't yield immediate results. Depending on the employer, industry, specific job and number of responses, the time between the application closing date and the day interview invitations are issued can be several months.



Conclusion: Know Your Value

In your job search and throughout your career, self-awareness is critical to success.

When people don't really know their strengths and weaknesses, they often can't answer questions well, promote themselves effectively, or emphasize their key qualities.

In order to help someone help you when job networking, you must know what you are looking for and be able to articulate it well.

Taking the time to really examine and discover your strengths, talents, and abilities will give you greater confidence and go a long way toward helping you land your next position. Most people never do an honest self-appraisal and assume things about themselves that may, or may not, be true.

So, how do you do that effectively?

It should probably be done in a variety of ways...

Self Assessment: Take time to thoroughly review your career. Ask yourself introspective questions, and write out your honest answers.

What have been your wins, and what have been your set backs? | Which jobs have you liked the most? | Which tasks have you enjoyed the most? | What gave you the most satisfaction? | What came most easily to you? | Which jobs or tasks seemed most chore-like? | Which manager did you like to work for the most? | Why? | Which manager got the most productivity out of you? | What was your greatest achievement? | What was your greatest setback? | If you were to do your career over, what would you change? | Which characteristics do you have the most confidence in?

Asking yourself these questions and more will force you to articulate the pluses and minuses of your career and your self-characteristics. Don't assume you know, give it serious consideration. The process may be very enlightening to you!

Reference Assessments: Find out what others really think of you. Often we don't necessarily know how others see us and we might be surprised.

Compile a list of four or five questions to ask others you've worked with in the past. Question what they see as your strengths, weaknesses, biggest accomplishments and achievements. Send it out to five or six people who know you well in a work environment, and with whom you have a good enough relationship that they will give you an honest answer.

Many times people are surprised to learn that previous colleagues think they have an exceptional skill or strength that they never thought they possessed. A task may come easily to you because you've done it so many times and you don't see anything special about it. Others may see it and marvel at how you do it so easily and so well while they struggle with it. Be sure to know those things about yourself - get the opinions of others.

Assessment Tests: Finally, take tests that can effectively determine some of your strengths and weaknesses. Getting an objective determination can add credibility to statements you make in your job interview.

Assessment tests will most certainly help you understand yourself and your motivations better. It will help you figure out many of the "whys" in your behaviors, your accomplishments, and your achievements. Take a test and fill in some of the gaps in your knowledge about yourself.

Examining yourself in these three different ways will give you a much better understanding of what to emphasize in your conversations with others, and what to minimize.

Take the time to know yourself better. It will pay dividends in many surprising ways!

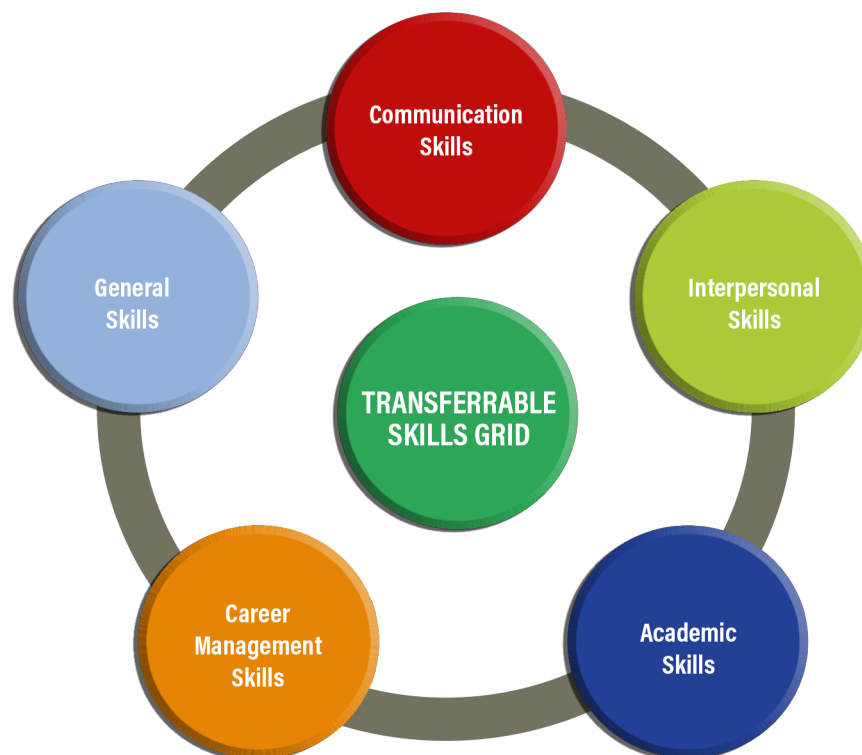
Workbook Section 1: Finding the Job

Exercise 1.1 - Transferable Skills

FIRST. On the following pages is a list of transferable skills. The skills are broken down into three main categories:

Instructions:

- Make a checkmark next to each Transferable Skill on the 2-page inventory if you believe you possess the described Transferable Skill.
- Check the box entitled EDUCATION if you think you learned the skill in school.
- Check the box entitled LIFE if you think you learned the skill at home, from family or friends or from general life experiences.
- Check the box entitled NEXT JOB if you believe you would like to utilize that skill in the workplace. Meaning: it is a skill you enjoy possessing, learning or using and you would like it to be a part of their future careers.



Exercise 1.1: Transferrable Skills

EDUCATION	LIFE SKILLS	NEXT JOB		EDUCATION	LIFE SKILLS	NEXT JOB		EDUCATION	LIFE SKILLS	NEXT JOB	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	listen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	process information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	service equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	locate information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	process materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	set goals/objectives
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	log information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	produce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	set up equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	make/create	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	set up systems
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	make decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	promote	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	sew
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	make policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	protect property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	shape
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	manage a business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	provide maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	signal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	manage people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	question others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	size up situations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	mediate problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	raise money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	sketch o o o weigh
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	meet the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	recommend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	socialize
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	memorize information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	record data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	solve problems
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	mentor others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	recruit people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	speak in public
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	monitor progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	rectify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	study
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	motivate others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	reduce costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	supervise
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	move materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	refer people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	supply
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	negotiate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	rehabilitate people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	support
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	nurse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	remember information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	survey
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	nurture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	remove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	synthesize
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	observe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	tabulate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	obtain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	replace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	take instructions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	operate equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	report information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	tend equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	order goods/supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	test
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	organize data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	resolve problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	think ahead
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	organize people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	restore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	think logically
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	organize tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	retrieve information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	tolerate interruptions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	own/operate business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	track
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	paint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	run meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	train/teach
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	perceive needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	transcribe
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	perform routine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	seek out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	transfer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	persuade others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	select	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	translate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	sell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	travel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	plant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	separate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	treat
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	prepare materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	sequence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	troubleshoot
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	print	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	service customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	tutor

Section I: Finding the Job

Exercise 1.1: Transferrable Skills

EDUCATION	LIFE SKILLS	NEXT JOB		EDUCATION	LIFE SKILLS	NEXT JOB		EDUCATION	LIFE SKILLS	NEXT JOB	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	act/perform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	converse w/others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	explain
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	adapt to situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	coordinate activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	explore
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	advise people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	cope w/deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	file records
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	analyze data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	copy information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	find information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	anticipate problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	correspond w/others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	fix/repair
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	appraise service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	create	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	follow directions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	arrange functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	delegate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	gather materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	assemble products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	deliver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	generate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	assess situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	demonstrate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	guide/lead
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	audit records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	handle complaints
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	bargain/barter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	handle equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	o o o be cost conscious	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	detect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	handle money
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	budget, responsible for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	determine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	help people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	build	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	develop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	illustrate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	buy products/services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	direct others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	imagine solutions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	calculate numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	dispense information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	implement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	chart information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	distribute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	improve
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	check for accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	do precision work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	improvise
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	classify information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	do public relations work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	inform people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	collect money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	draft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	initiate action
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	communicate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	inspect products
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	compare data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	edit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	install
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	compile statistics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	encourage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	instruct
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	compute data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	endure long hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	interpret data
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	conceptualize	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	enforce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	interview people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	entertain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	invent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	confront others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	establish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	inventory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	construct buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	estimate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	investigate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	consult w/others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	evaluate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	lead people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	contact others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	examine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	learn
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	contact w/others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	exchange	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	learn quickly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	control costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	exhibit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	liaise
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	control people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	expand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	lift (heavy)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	control situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	expedite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	lift (moderate)

Section I: Finding the Job

Exercise 1.1: Transferrable Skills

EDUCATION	LIFE SKILLS	NEXT JOB		EDUCATION	LIFE SKILLS	NEXT JOB		EDUCATION	LIFE SKILLS	NEXT JOB	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	tutor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	use hand/eye coor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	weigh
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	use words correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	work quickly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	understand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	verify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	write procedures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	unite people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	visit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	write material
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	update information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	visualize	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	write proposals
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	upgrade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	volunteer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	write technical work

SECOND. Organize your responses from the Transferable Skills Checklist on the summary sheet below.

1. Once you have completed the list, begin identifying skills from each column you do not have in your current resume.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

2. What were some of the skills you have that you had not considered?

Exercise 1.2: Job Search

1. Name three ways to look for a job?

1. _____
2. _____
3. _____

2. Of the three ways you listed, what do you consider the most successful and why?

3. Conduct a search for positions that fit your current or transferrable skills and list at least three below.

1. _____
2. _____
3. _____



Exercise 1.3: Application Completion

PERSONAL INFORMATION:

Last Name: _____ First Name: _____ M.I. _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Alt. Phone: _____ Email: _____
Birthdate: _____

EMERGENCY INFORMATION:

In case of an emergency, please notify:

Contact's Full Name: _____ Relationship to You: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Alt. Phone: _____ Email: _____

EDUCATION:

High School: _____ City, State: _____
Focus of Study (Degree): _____ Dates of Attendance: To: _____ From: _____
Did you graduate? Yes No Degree Earned: _____

Vocational Program: _____ City, State: _____
Focus of Study (Degree): _____ Dates of Attendance: To: _____ From: _____
Did you graduate? Yes No Degree Earned: _____

College: _____ City, State: _____
Focus of Study (Degree): _____ Dates of Attendance: To: _____ From: _____
Did you graduate? Yes No Degree Earned: _____

Other Training (explain): _____
Focus of Study (Degree): _____
Dates of Attendance: _____
Did you graduate: Yes No Degree Earned: _____

Section I: Finding the Job



Exercise 1.3: Application Completion

SPECIAL SKILLS:

List machines and special equipment you can operate: _____

List any license or certifications you have: _____

List any special skills you have: _____

PREVIOUS EMPLOYMENT:

Please list the last three jobs you have held.

Company Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Supervisor's Name: _____ Position: (Job Title): _____

Duties: _____

Dates of Employment (MM/YY): From: _____ To: _____ Salary: _____

Reason for Leaving: _____

Company Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Supervisor's Name: _____ Position: (Job Title): _____

Duties: _____

Dates of Employment (MM/YY): From: _____ To: _____ Salary: _____

Reason for Leaving: _____

Company Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Supervisor's Name: _____ Position: (Job Title): _____

Duties: _____

Dates of Employment (MM/YY): From: _____ To: _____ Salary: _____

Reason for Leaving: _____

Exercise 1.3: Application Completion

REFERENCES:

Please list three references. Please do not use relatives.

1. Name: _____ Occupation: _____
Address: _____ City: _____ Zip: _____
Email: _____ Business Phones: _____
Relationship: _____

2. Name: _____ Occupation: _____
Address: _____ City: _____ Zip: _____
Email: _____ Business Phones: _____
Relationship: _____

3. Name: _____ Occupation: _____
Address: _____ City: _____ Zip: _____
Email: _____ Business Phones: _____
Relationship: _____

You can add any other information that you think might be needed to complete the job application. There may be other questions on job applications, such as:

OTHER INFORMATION:

- Are you a citizen of the United States or are you legally eligible to work in the U.S? Yes No
If legal alien, certification number: _____
- For which position are you applying? _____
- When can you start work, if hired? _____
- What hours are you willing to work? _____ Will you work weekends? Yes No
- What special skills or qualifications do you have that will benefit you in this job?

- What wage/salary do you expect? _____ (circle one: yr, hr, week)
- Are you eligible for or have you ever been bonded? Yes No

Exercise 1.4: Resume Building and Customizing

1. Use the information you completed in the previous section to complete a resume.
2. Why should you have multiple versions of your resume?

3. Based on the job openings you identified in Exercise 1.2 question 3 and on the information you completed in Exercise 1.3, prepare an up-to-date resume. Kentucky Career Center - Bluegrass staff are available to assist you in this portion.
4. Transfer the information to create a viewable, professional web presence by creating a LinkedIn account. If you already have a LinkedIn account, spend time researching ways to improve your views by potential employers.

Exercise 1.5: Cover Letter

1. What is the value of a cover letter?

2. Create a cover letter for at least one position you identified in Exercise 1.2, question 3.



Exercise 1.6: Follow-Up Communication

1. Why is follow-up communication so important?

2. Draft a short email to the potential employer following up on a resume you submitted.