

# Get a Job!

## PREPARE

*“Studies show that a successful job search is one that encompasses a variety of resources.”*

Research the Job Market



[www.tripod.com](http://www.tripod.com)

[www.resumix.com](http://www.resumix.com)

[www.jobs98.com](http://www.jobs98.com)

[www.monster.com](http://www.monster.com)

[www.careerpath.com](http://www.careerpath.com)



network

Remember: You'll never be so successful you don't need to network. . .

# Get a Job!

## PRESENT

“You wouldn’t go to an interview barefoot;  
never send a resume without a cover letter.”

The cover letter is your interview-generating \_\_\_\_\_. You want  
to \_\_\_\_\_ the reader’s \_\_\_\_\_, and move the \_\_\_\_\_  
to interview \_\_\_\_\_.

Content

Format

Don’t forget: No errors of any kind!

*This sample is provided as a guide for organizing your cover letter.  
Take a couple of minutes to read this sample. What do you notice?*

First Name Last Name  
444 Beachbum Street  
Hometown, State 12345  
123-456-7890  
me@myself.com

February 19, 2004

Mr. First Name LastName, Owner  
Big Business  
101 Stratosphere Drive  
City, State 12345

Dear Mr. Lastname,

There's a reason why:

- Friends hand me the dinner bill to divvy up
- My checkbook always balances at the end of each month
- My three kids are never late for events
- Community groups look to me to organize events

I'm a "detail person" — the kind of person you need as your administrative assistant.

For the last five years, I've handled all the scheduling, finances, and logistics for my family of five. It's time for me to get back into the corporate work force and put my organizational talents to use there.

I'll contact you in the next few days to see if you or one of your associates needs an assistant.

Thank you!

# Get a Job!

## PRESENT

“You must put your professionalism, competence, and personality in writing before you can be taken seriously for a job.”

The resume is your \_\_\_\_\_ to an \_\_\_\_\_. It highlights your \_\_\_\_\_. It must have an \_\_\_\_\_ and it must \_\_\_\_\_. Think about the \_\_\_\_\_ and the \_\_\_\_\_.

Content

Format

Don't need: date, picture, race/religion/political affiliation, salary requirements, references, personal and/or negative information.

*This sample is provided as a guide for organizing your resume.*

First Name Last Name  
Land Grant University  
Box 12345  
City, State 02138  
123-456-7890  
amatthews@harvard.edu

#### **OBJECTIVE**

To contribute my education and health management skills in a position with a growing and dynamic firm.

#### **EDUCATION**

##### **BACHELOR OF SCIENCE**

Land Grant University, May 2004  
Major: Health Sciences

#### **RELEVANT COURSES**

Health Policy  
Organizational Analysis and Health Care  
Health Care Management

#### **Health Management Skills**

Breast Cancer Foundation.  
Functioned as Public Health Representative for the Cambridge Area Public Health Administration.  
Coordinated, Harvard University Public Health Awareness Week, 1996, 1997.

#### **Communications Skills**

Served as a phone-a-thon caller on several occasions, soliciting donations from alumni and parents  
Volunteered for a political campaign, distributing literature door to door, fielding questions and making phone calls to local constituents.

#### **Management Skills**

Coordinated efforts between customer needs and group personnel.  
Designed all market research analysis and projects for our client.  
Presented market research results to client with suggestions of implementation.

#### **Leadership Skills**

Participated in Youth Leadership, a group dedicated to developing leadership skills  
Served as formal/social coordinator for my sorority program council.

#### **Systems Abilities**

Microsoft Office  
HTML/Web Publishing  
PageMaker  
Enclosure: resume