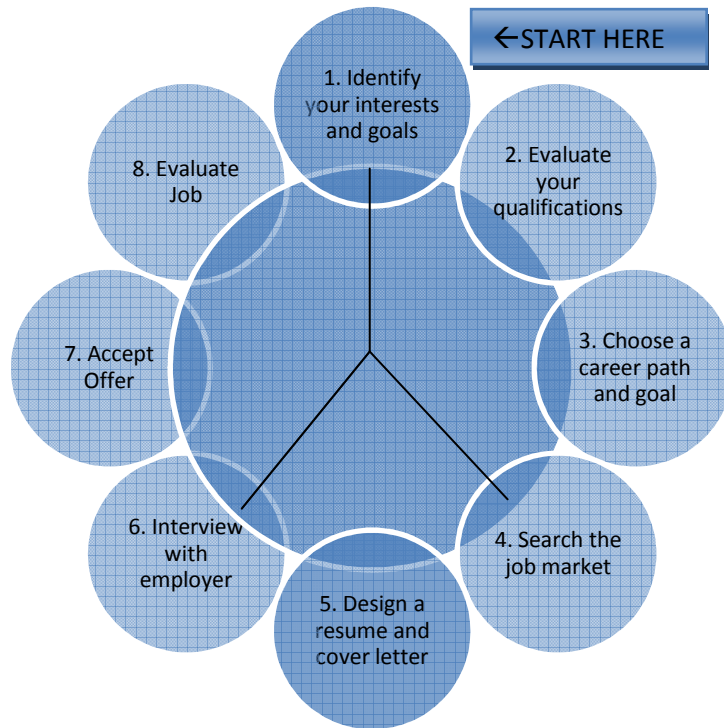


1. The Employment Search

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.



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: 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.

COMBINATION RESUME: 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.

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