**COVER & FOLLOW-UP LETTER**

Jan

**General Information**

**DIRECTIONS:** Find a job you are interested in and gear your cover letter, resume and follow-up letter toward that job. You may use online webpages, newspaper, flyers, etc. that lists a current job.

**COVER LETTER**

A cover letter serves as a first impression. It is a way of introducing yourself to prospective employers, indicating your interest in the position, and highlighting your qualifications.

It is important to address:

* Why you are interested in this position/business.
* Your career aspirations and goals
* The skills and abilities that would make you successful in a particular career.
* Why this business should select you.

A cover letter should be personalized while still professional, no longer than one single-spaced, typewritten page, and in proper business format. Use personal letterhead.

***Cover Letter Template in the January Module.***

**FOLLOW-UP LETTER**

After any interview you should send a thank-you letter to the employer. This letter gives you the opportunity to demonstrate, one more time, how your skills and qualifications are a good fit for the position. In addition to thanking the person you talked with, the thank you letter reinforces that you want the job. You may also view your thank you letter as a sales letter. You can restate why you want the job, what your qualifications are, and how you might make significant contributions. The letter is also a chance to discuss anything of importance that your interviewer neglected to ask or that you neglected to answer as thoroughly, or as well, as you would have liked.

***Follow-Up Letter Template in the January Module.***

***LETTER RUBRICS WILL BE PROVIDED AT MONTHLY MEETING.***

***PLEASE ATTACH TO ASSIGNMENTS.***

**PREPARING A RESUME**

Jan

**General Information**

A resume is a summary of a person’s qualifications. Effective resumes use short statements to inform potential interviewers about important facts regarding the applicant and to catch their attention. The important facts:

* Who you are.
* How you may be contacted (mail, telephone, e-mail).
* Your experiences, skills, and abilities for the position.

Think about yourself. What skills do you have? What should a potential interviewer now about you? What achievement(s) could you highlight to help you get the interview?

Draft/revise a resume. Each resume should be personal and reflect your individual strengths. Basic guidelines for an effective resume:

* Type and spell-check it.
* Have another person proofread it.
* Make it look professional.
* Keep it to one page.
* Omit personal pronouns.
* Use action verbs when describing your job responsibilities.

***Within the January Module is a simple but highly effective sample resume template.***

***Use this format to present your own information.***

***Rubric on the following page.***

***Attach rubric to your resume****.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name:** | | | | | | |
| **Resume Rubric** | | | | | | |
| **Criteria** | **5** | **4** | **3** | **2** | **1** | **Points** |
| **Overall Appearance/Style** | Fills page, not crowded. Consistent in font style and layout. Information is clear. Centered on page and good choice of font and point size. Structure has clear purpose. | Consistent in style but has some uneven white space or does not fill up a page. Important information may not stand out clearly to reader. | Unnecessarily run onto second page. Appearance may lack appropriate use of bold/italics, font, bullet points or indents. | Format is not appealing. Information is not laid out in a clear format. | Does not draw attention and has lack of structure. |  |
| **Category Selection** | Choice of subject headings is excellent. Most important items are listed on the top half. Categories selected include enough information within each to substantiate the need for the heading. | Category selection is well defined and order of information on page is good. | Categories may need to be structured differently to be more effective. | Lacking appropriate categories or category selection is unclear. | Resume does not include subject headings. |  |
| **Experience** | Appropriate experience listed with organization name, title, dates, and location. Sentence fragments are concise, direct, and accomplishment oriented; strong verbs and appropriate verb tense is used. Listed in correct chronological order. | Degree is listed with necessary information but section could be expanded. Most important information does not stand out. | Additional information may need to be included to increase length of resume or too much information may be included. | Section lacks information and format. | Section is not included or crucial information is missing. |  |
| **Typos/Spelling Errors** | No or extremely minor errors (Capitalization, spelling, grammar). | Few errors, shows but consistent pattern. Information may be abbreviated when it should be spelled out. | Shows a persistent pattern of error or contains a number of varied mechanical errors. | Mechanical errors are so widespread that they are distracting. | Difficult to read because of mechanical errors. |  |
| **Additional Sections:**  **Ex. Skills/activities** | Included additional section with relevant, well organized, and easy to understand information. If appropriate, leadership roles and related activities are indicated. | Included additional section with relevant information, and minimal flaws; skills or activities may not be properly defined. | Additional section is missing key information. | Included additional section, but information is weak or irrelevant. | Additional sections are missing. |  |
| **TOTAL POINTS** | | | | | | **/25**  **(x2)** |