

# Applying for a Job: Resumes and Application Forms

Bureau of Labor Statistics. Occupational Outlook Handbook, 2008-2009 edition. Public domain, (accessed April, 2009).

After you have found some jobs that interest you, the next step is to apply for them. You will almost always need to complete resumes or application forms and cover letters. Later, you will probably need to go on interviews to meet with employers face to face.

## Resumes and Application Forms

Resumes and application forms give employers written evidence of your qualifications and skills. The goal of these documents is to prove—as clearly and directly as possible—how your qualifications match the job's requirements. Do this by highlighting the experience, accomplishments, education, and skills that most closely fit the job you want.

## Gathering Information

Resumes and application forms both include the same information. As a first step, gather the following facts:

- Contact information, including your name, mailing address, e-mail address (if you have one you check often), and telephone number.
- Type of work or specific job you are seeking or a qualifications summary, which describes your best skills and experience in just a few lines.
- Education, including school name and its city and state, months and years of attendance, highest grade completed or diploma or degree awarded, and major subject or subjects studied. Also consider listing courses and awards that might be relevant to the position. Include a grade point average if you think it would help in getting the job.
- Experience, paid and volunteer. For each job, include the job title, name and location of employer, and dates of employment. Briefly describe your job duties and major accomplishments. In a resume, use phrases instead of sentences to describe your work; write, for example, "Supervised 10 children" instead of writing "I supervised 10 children."
- Special skills. You might list computer skills, proficiency in foreign languages, achievements, or membership in organizations in a separate section.
- References. Be ready to provide references if requested. Good references could be former employers, coworkers, or teachers or anyone else who can describe your abilities and job-related traits. You will be asked to provide contact information for the people you choose.

Throughout the application or resume, focus on accomplishments that relate most closely to the job you want. You can even use the job announcement as a guide, using some of the same words and phrases to describe your work and education.

Look for concrete examples that show your skills. When describing your work experience, for instance, you might say that you increased sales by 10 percent, finished a task in half the usual time, or received three letters of appreciation from customers.

### **Choosing a Format**

After gathering the information you want to present, the next step is to put it in the proper format. In an application form, the format is set. Just fill in the blanks. But make sure you fill it out completely and follow all instructions. Do not omit any requested information. Consider making a copy of the form before filling it out, in case you make a mistake and have to start over. If possible, have someone else look over the form before submitting it.

In a resume, there are many ways of organizing the information you want to include, but the most important information should usually come first. Most applicants list their past jobs in reverse chronological order, describing their most recent employment first and working backward. But some applicants use a functional format, organizing their work experience under headings that describe their major skills. They then include a brief work history section that lists only job titles, employers, and dates of employment. Still other applicants choose a format that combines these two approaches in some way. Choose the style that best showcases your skills and experience.

Whatever format you choose, keep your resume short. Many experts recommend that new workers use a one-page resume. Avoid long blocks of text and italicized material. Consider using bullets to highlight duties or key accomplishments.

Before submitting your resume, make sure that it is easy to read. Are the headings clear and consistently formatted with bold or some other style of type? Is the type face large enough? Then, ask at least two people to proofread the resume for spelling and other errors and make sure you use your computer's spell checker.

Keep in mind that many employers scan resumes into databases, which they then search for specific keywords or phrases. The keywords are usually nouns referring to experience, education, personal characteristics, or industry buzz words. Identify keywords by reading the job description and qualifications in the job ad; use these same words in your resume. For example, if the job description includes customer service tasks, use the words "customer service" on your resume. Scanners sometimes misread paper resumes, which could mean some of your keywords don't get into the database. So, if you know that your resume will be scanned, and you have the option, e-mail an electronic version. If you must submit a paper resume, make it scannable by using a simple font and avoiding underlines, italics, and graphics. It is also a good idea to send a traditionally formatted resume along with your scannable resume, with a note on each marking its purpose.

### **Cover Letters**

When sending a resume, most people include a cover letter to introduce themselves to the prospective employer. Most cover letters are no more than three short paragraphs. Your cover letter should capture the employer's attention, follow a business letter format, and usually should include the following information:

- Name and address of the specific person to whom the letter is addressed.
- Reason for your interest in the company or position.
- Your main qualifications for the position.
- Request for an interview.
- Your home and work telephone numbers.

If you send a scannable resume, you should also include a scannable cover letter, which avoids graphics, fancy fonts, italics, and underlines.

As with your resume, it may be helpful to look for examples on the Internet or in books at your local library or bookstore, but be sure not to copy letters directly from other sources.