

Chapter 7

Applying for a Job

You Already Know...

- employers want to know about you before they hire you
- you need to show employers that you have skills
- it is important to make a good first impression
- many employers ask for a written job application

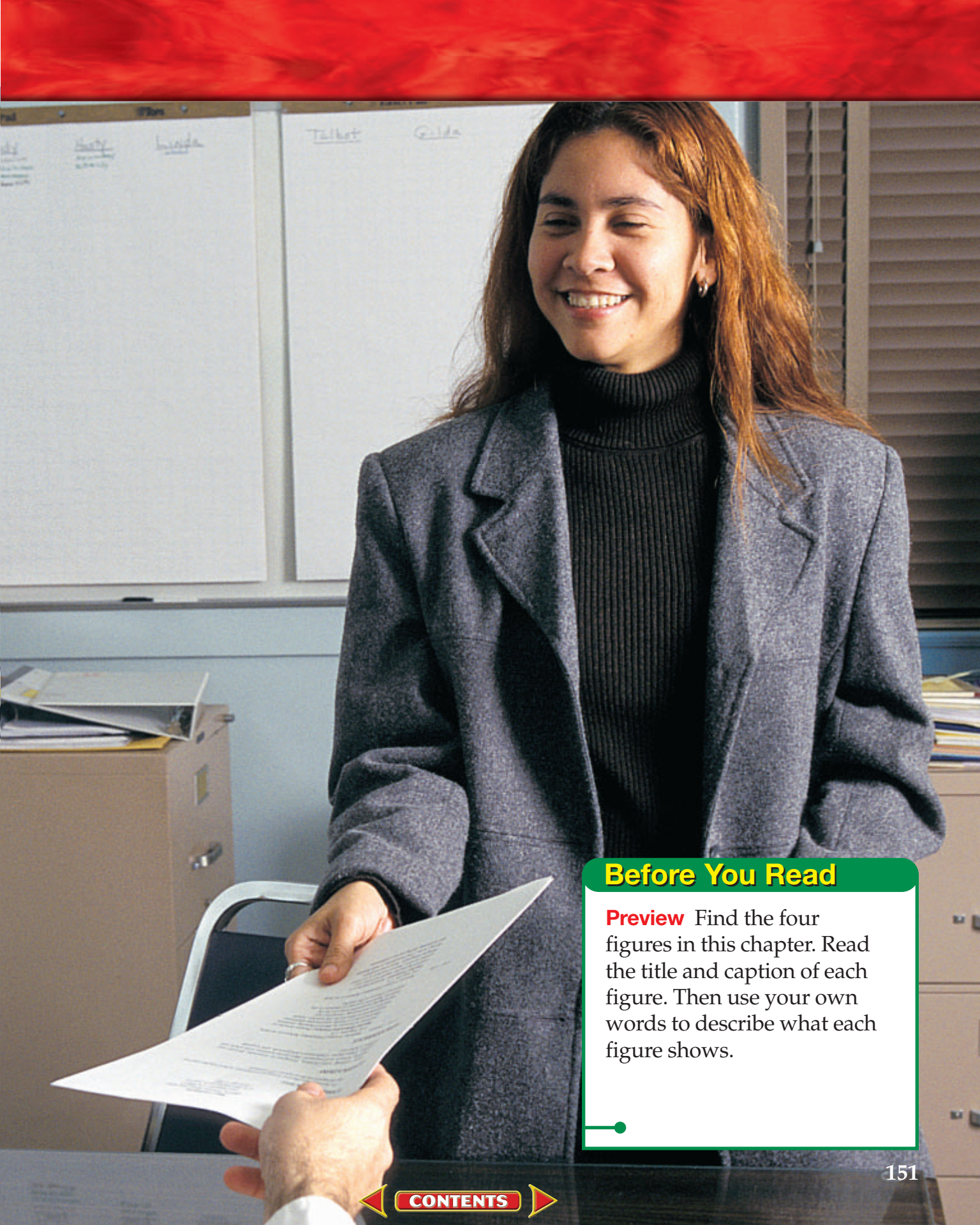
You Will Learn...

- how to ask for a job application form
- personal facts you will need to list on a job application form
- the difference between a chronological résumé and a skills résumé
- the five parts of a chronological résumé
- the purpose of a cover letter

Personal Career Portfolio Preview

For your portfolio, you will make a personal fact sheet. As you read, think about what information you will include on your sheet.





Before You Read

Preview Find the four figures in this chapter. Read the title and caption of each figure. Then use your own words to describe what each figure shows.

Section 7.1

Preparing Job Application Forms

Ready, Set, Read

Key Terms

job application form
job applicant
standard English
online job application form
accurate
personal fact sheet
reference

Main Idea

A job application form is a form you fill out to apply for a job. A job application form asks for facts about you, your work experience, and your education.

Thought Organizer

Copy the list below. As you read, write facts to include on your personal fact sheet.

Personal Fact Sheet

- | | |
|------------------------|---------|
| • <u>date of birth</u> | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |

Fill Out a Job Application Form to Apply for a Job

job application form ■ A printed sheet with blanks that you fill in to apply for a job.

job applicant ■ A person applying for a job.

What do you do after you find a job opening? You apply for the job. One way to apply is to fill out a job application form. A **job application form** is a printed sheet with blanks that you fill in to apply for a job. A person who is applying for a job is called a **job applicant**.

Some employers ask you to fill out the job application form at the place of work. Other employers let you take the form with you.

It is best to take the form home. This gives you more time to fill it out. It also gives you the chance to get help from a teacher or working adult.

Job Application Forms Ask for Facts About You

Each job application form is a little different. Most job application forms ask the same kinds of questions, however. Most job applications start with:

- your name, home address, and phone number
- your Social Security number (SSN)
- job for which you are applying
- date you can start work
- days and hours you can work
- pay you want
- whether or not you have been convicted of a crime

Figure 7.1 on the next page shows a sample job application form. Read it carefully.

All About You

Employers want to know about you before they hire you. They will only hire you if you prove that you can do a good job. **What should you do if you do not understand something on a job application form?**



Figure 7.1

Job Application Form

Job Application

Fill out all fields completely and return to Dave Ko, Human Resources Manager.

Position Applied for: _____ Date of Application: _____

Name: _____
LAST FIRST MIDDLE INITIAL

Address: _____
STREET CITY STATE ZIP CODE

Date available to start work: _____ Days/Hours available: _____

Type of employment desired: ☐ Full-Time ☐ Part-Time ☐ Temporary

Are you legally eligible to work in this country? ☐ Yes ☐ No

If you are under 18, do you have a work permit? ☐ Yes ☐ No

Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, explain: _____

Education

Name and Location of School	Dates Attended	Degree Received/Date
1.		
2.		
3.		

Work Experience

List all jobs you have held over the past 10 years.

From	To	Employer	Phone
Job Title			
Supervisor		Nature of the Work and Responsibilities	
Supervisor's Phone			
Salary (Hourly)		Reason for Leaving	

From	To	Employer	Phone
Job Title			

Employment Application Job applications can be very detailed. Applications may ask about your education, military service, work experience, previous addresses, and more.

Why would an employer ask if you have been convicted of a felony, or a serious crime?

You Can Get Job Application Forms in Person

How do you get a job application form? You can visit businesses in person and ask for a form.

Some job listings ask you to come to the business to pick up a job application form. Visit the business. Say that you would like to fill out a job application form.

“May I Have an Application Form?” You can ask for a job application from most retail businesses. Stores, restaurants, and coffee shops are retail businesses. Walk in and ask if they are accepting applications. If they are, ask for a job application form.

You can also ask for a job application form if you see a “help wanted” sign. James du Lac saw a “help wanted” sign in a café window. He went in and said, “Hello, my name is James du Lac. I would like to apply for the job you have available. May I have an application form?” He got a form and took it home to fill it out.

Make a Good First Impression It is important to make a good first impression when you visit a business. Be polite. Dress neatly. Speak in standard English. **Standard English** is the form of English taught in school. It is the form of English you see in the newspaper. It is formal English. Use correct grammar. Avoid slang words.

Do you speak with an accent? Do not worry. Many people speak standard English with an accent.

You Can Get Job Application Forms by Calling Employers

You may need to call an employer to get a job application form. You will need to call first if you have a job lead from a contact. You will also need to call if a job ad gives a phone number. If a contact person is listed in the ad, call and ask for that person.

While You Read

Question Where can you ask for a job application form?

standard English ■ The form of English taught in school.

Study Tip

Always read the directions before you do an assignment or fill out a form. Reading the directions helps you avoid mistakes. Ask for help if you do not understand the directions.

“I Am Calling About the Job Advertisement...”

When you call, say your name and tell why you are calling. Explain how you heard about the job. Ask if the job is still open.

If the job is open, ask how you can apply for the job. You might need to go to the business and pick up a job application.

Lilly Washington saw an ad for a bank teller job. She called the number in the ad. She said, “Hello, my name is Lilly Washington. I am calling about the job advertisement in today’s *Times* for a bank teller.” Lilly learned that the job was still available. She was told to pick up a job application at the bank. She wrote down the address and hours of the bank, said, “Thank you,” and hung up.

While You Read

Question What are two ways to show good phone manners?

Use Good Phone Manners Use good phone manners when you call. Speak clearly and in standard English. Speak loudly enough to be heard. Speak at a medium speed, not too fast. Be polite. Know what you are going to say before you call. It helps to make notes ahead of time.

If you have to leave a recorded message, make it short. Speak clearly and slowly. Give your name and phone number. Say why you are calling.

The Phone is a Job-Search Tool

Be polite and confident over the phone. Practice what you are going to say ahead of time. Take notes. End every call by thanking the person.

Why is it important to use good phone manners?



Northern Star
Online Application for Employment

Position Desired: Date Available:

Personal Data:

First Name: Last Name:
 Email Address: Local Address:
 Local Phone: Permanent Address:
 Perm. Phone: Major/Minor:
 Year in school: GPA:
 Graduation Date:

Education:

List any courses that you have taken which pertain to this position. Please specify if taken in high school, junior college, or four year university:

Experience:

Employer	Phone #	Position	Began? Left?	Reason for leaving?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you have any special skills such as knowledge of computers, photography, etc?

Please list 3 business references including name, phone # and relationship:

Why would you like to work at the Star, and how did you find out about this position?

What days and times would you be available to work?

I certify that all the above statements are true and I agree that deliberate statement of misinformation is grounds for termination without notice.

I agree ☐

THE NORTHERN STAR IS AN EQUAL OPPORTUNITY EMPLOYER

Online Job Application Form

You can apply for jobs online (over the Internet). Instead of using a pen, you type your answers into each field of an online form. **What do you think is good about applying for a job online? What is not so good? Explain.**

You Can Get Job Application Forms on the Internet

Today, many businesses offer job application forms on the Internet. Job postings often instruct you to fill out an online job application form. An **online job application form** is a job application form on the Internet.

Online job application forms ask the same questions as printed job application forms. You type in each answer in a separate field. You then click a button to submit the application over the Internet.

online job application form ■ A job application form on the Internet.

Fill Out Job Application Forms Neatly and Accurately

accurate ■ Truthful and without errors.

Take your time filling out job application forms. Make sure every answer is neat, complete, and accurate. **Accurate** means truthful and without errors.

Employers want workers who pay attention to detail. They want workers who are dependable. Use the job application form to show that you pay attention to detail and are dependable. Fill the form out neatly. Fill it out completely. Make sure all your answers are accurate.

While You Read

Question Why should you make a personal fact sheet?

personal fact sheet ■ A list of all the information about yourself that you will need for a job application form.

Make a Personal Fact Sheet

You can make sure that your answers are accurate by preparing a personal fact sheet. A **personal fact sheet** is a list of all the information about yourself that you will need for a job application form. A personal fact sheet makes it easy to fill out a job application form.

Start your personal fact sheet by listing the information on the bulleted list on page 153. Then list these facts:

- your date of birth
- your driver's license number, if you have one
- your interests and hobbies
- awards you have won

List the Work You Have Done Write about your work experience next. List all of these things for each job you have done:

- name, address, and phone number of the place you worked
- name and telephone number of your supervisor
- job title
- job tasks
- starting and ending dates
- starting and ending pay
- reason for leaving the job

List the Schools You Have Attended Employers also want to know where you have gone to school. List the name, address, and phone number of each high school you have attended. List the dates you went there. List what classes and vocational courses you have taken.

List Places You Have Lived Some job application forms ask about places you have lived. Write down your current address. If you rent your home, write the name and phone number of the manager. Also write down your previous addresses.

List Job Accommodations You Might Need Will you need job accommodations for certain tasks? Maybe you need help lifting heavy things. Maybe you do not see well enough to drive. Write these things on your fact sheet. If the employer knows these things, it is easier to decide which job you can do best.

While You Read

Connect Think about a job that interests you. Will you need job accommodations to do this job?

Making Good Choices

Telling “White Lies”

Ana reads an ad for a job in a nursery. The ad says that experience in a nursery is required. Ana is a delivery person for a flower shop. She does not have experience working in a nursery. She took a gardening class at the local arboretum. She takes care of several house plants.

Ana is thinking of telling a “white lie” on her job application. She plans to say that she works with plants at her current job. She just will not mention that she only delivers them.

You Make the Call What do you advise Ana to do? Do you think telling a “white lie” will hurt or help her?

For help in answering this question, visit ewow.glencoe.com/tips and select the *Smart Tip* for the Chapter 7 *Making Good Choices*.



reference ■ A person who will tell an employer that you will do a good job.

Choose Your References Some job application forms ask for references. A **reference** is a person who will tell an employer that you will do a good job.

Your references should be adults who know you well. Adult friends, teachers, counselors, and past employers who like you make good references. Do not use relatives or students as references.

Talk to your references before you apply for a job. Ask permission to give out their contact information.

Real-World Connection



Using Electronic Résumés

A résumé that you put online or send by e-mail is called an *electronic résumé*. Many Web sites let you post your résumé online for free. Employers can search these online résumés.

You need to register on a career Web site to put your résumé online. Click on “log in,” “register,” or “create account.” Type in your name and any other information. Cut and paste the text of your résumé into the field. Click on the “submit” button.

How do you create a good electronic résumé? Think about what keywords an employer might search for. For example, an employer might look for employees who know how to use a specific kind of technology. Mention all your skills. Mention all the technology you can use.

Think like an employer. Who would you want to hire if you had a job opening?

Take the Next Step Find an electronic résumé guide online. Read about how to post an electronic résumé on the Internet. Summarize the information in one paragraph.

For help doing this activity, go to ewow.glencoe.com/tips and find the *Smart Tip* for the Chapter 7 *Real-World Connection*.



List Your References Create a list of your references. Write down their names, job titles, and contact information.

Employers will call your references. They will ask about you. They might ask whether you get along well with others. They might ask whether you have a positive attitude, or if you are responsible and honest.

Make Sure Your Job Application Form Is Perfect

The way your job application looks is as important as what it says. Would you hire someone who turned in a sloppy job application form? No.

Read the Directions First Read the directions before you start to fill out the form. Read the form from beginning to end. Make sure you understand every question.

Take the form home if you can. If you need help, ask a teacher, counselor, or family member. If you cannot take the form home, ask the person who gave it to you to define words you do not understand.

Write Slowly and Carefully Fill out the form slowly and carefully. Use a black or dark blue pen. Print carefully. Do not use cursive handwriting. Make sure there are no cross-out marks or fingerprints.

Spell correctly. Refer to your personal fact sheet. If you are not sure how to spell a word, use a dictionary.

Your application form should look neat. Make sure the form stays clean and unwrinkled. It helps to keep it in a folder.

Answer Every Question Work line by line. Answer every question. Do not leave any blanks. If a question does not apply to you, draw a short line in the space. This shows that you did not skip over it.

When you sign your name on the form, use your full name. Do not use a nickname. Sign your name in cursive writing.

While You Read

Connect How neat is your handwriting? Can other people read it?

Section 7.1

Review

Check your answers online by visiting ewow.glencoe.com/review and selecting the Section 7.1 Review.

After You Read

Retell

1. Describe two ways to get job application forms. Give a good example of each way.
2. Reread the section on page 161 titled “List Your References.” Summarize this section in your own words.

Think Critically

3. What do you think is more important—the way a job application form looks or what it says? Give your reasons.

Math Practice

Answer the multiple-choice math questions at ewow.glencoe.com/math.

Working With Percentages

You apply for a sales job at a clothing boutique. You fill out the job application form. Then you are given a test. On the test, you are asked to calculate the cost of a sweater that is on sale. The original price of the sweater was \$150. It is on sale for \$100. By what percentage was it reduced?

Step 1

Calculate the difference between the original price and the sale price.

$$\$150 - \$100 = \$50$$

Step 2

Calculate the percentage by dividing the difference by the original price.

$$\$50 \div \$150 = 0.33$$

Result

The sweater was reduced by 33%.

Figure It Out

You buy a lamp at a flea market for \$8.00. You sell the lamp at an online auction for \$15.00. What percentage profit do you make on the lamp?



Section 7.2

Writing Your Résumé

Ready, Set, Read

Key Terms

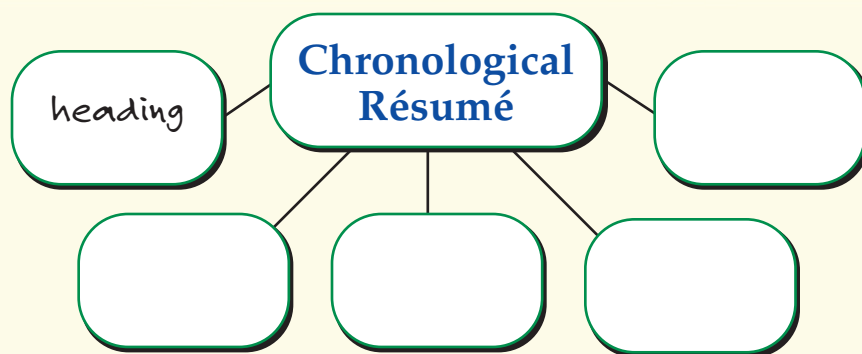
résumé
chronological
résumé
job objective
skills résumé
spell check
cover letter

Main Idea

A résumé is a one-page summary of your skills, work experience, and education. You send a résumé and a cover letter to apply for a job.

Thought Organizer

Copy the chart below. As you read, fill in the five parts of a chronological résumé.



A Résumé Is a Summary of Your Qualifications

One way to apply for a job is to fill out a job application form. Another way to apply for a job is to hand in a résumé. A **résumé** is a brief summary of your skills, work experience, and education. It tells employers what you have to offer.

Every worker needs a résumé. Many employers will ask for your résumé when you apply for a job. Some employers will ask you to attach your résumé to your job application form. Many online job application forms have a blank field where you paste your résumé.

résumé ■ A brief summary of your skills, work experience, and education.

A Chronological Résumé Lists Your Experience in Time Order

chronological résumé ■

A résumé that lists your achievements in time order.

The most common format is the chronological résumé. A **chronological résumé** is a résumé that lists your achievements in time order. It lists your work experience and education separately.

While You Read

Question What are the five parts of a chronological résumé?

A Chronological Résumé Has Five Parts

A good chronological résumé has five parts:

1. heading
2. job objective
3. skills summary
4. work experience
5. education

Find these five parts in the chronological résumé in **Figure 7.2** on the next page for Melissa Cantos.

The Heading Lists Your Name and Contact Information

The first part of the résumé is the heading. The heading contains your name and contact information.

List your first name and last name. Use your given name, not your nickname. Add your middle name or initial if you like.

Write your street address, city, state, and zip code. Write your home phone number below the address. List your e-mail address if you have one.

The Job Objective Describes the Type of Job You Want

The second part of the résumé is the job objective. A **job objective** is the type of job you want. Your job objective should be specific. It should match the job for which you are applying.

Here are some specific job objectives:

- Salesperson at small family-owned hardware store.
- Receptionist at fast-paced real estate firm.

job objective ■ The type of job you want.

Figure 7.2

Chronological Résumé

24 Branford Circle #115 • Hastings, MO 48002 • (269) 555-0189
MCantos@emails.com

Melissa Cantos

Job Objective	Full-time administrative assistant position in law office.	
Skills Summary	<ul style="list-style-type: none">• Dependable, responsible, and hard-working.• Strong interpersonal and communication skills.• Able to maintain confidentiality working with legal documents.• Knowledge of word-processing and database software including Microsoft Excel and Microsoft Word.• Bilingual English/Spanish.• Type 65 wpm.	
Work Experience	Nov. 2005–present	Englander, Watanabe & Raskin Bremerton, MO
	<i>Administrative Assistant</i> (part-time) <ul style="list-style-type: none">• Perform essential administrative tasks such as scheduling, filing, managing correspondence, and answering busy phones.• Transcribe case files and notes.	
	Feb. 2004–Oct. 2005	Centerton Assisted Living Facility Centerton, MO
	<i>Staff Assistant</i> (part-time) <ul style="list-style-type: none">• Performed administrative and managerial duties such as handling phone calls, keeping patient logs, filing, and answering questions from prospective residents and family members.• Coordinated activities for elderly adults.	
Education	2005	Springfield High School Springfield, MO
	<i>High School Diploma</i> <ul style="list-style-type: none">• Course work in criminal justice and introduction to law.• Participant in statewide Law Honors Project.• Three semesters of computer applications courses.	

Be Brief Be brief on a résumé. Use bullet points to describe your skills and experiences.
Would you hire Melissa Cantos as an administrative assistant? Why or why not?

Study Tip

Improve your writing skills by learning to spot your mistakes. Ask a teacher or counselor to explain the mistakes in your writing. Ask how you can avoid these mistakes next time.

The Skills Summary Highlights Your Skills

The third part of the résumé is the skills summary. The skills summary highlights the education, experience, and skills relevant to the job you want.

Include job-specific skills such as typing, speaking another language, and using computer programs. Include transferable skills such as being dependable and paying attention to detail. List all the skills that relate to the job you want.

Work Experience Lists the Jobs You Have Done

The work experience section lists all the jobs you have done. Write your most recent job first. Then write your next most recent job. List your first job last. Include the name and location of each employer. List even small jobs. Jobs such as baby-sitting and gardening show that you are dependable and hardworking.

While You Read

Connect Think of three action verbs that describe work activities you have done.

Use Action Verbs Write two or three bullet points for each job. Describe your accomplishments at each job. Be positive. Show that you did your job well. Show that you helped the company. Show that you proved your skills.

Start each bullet point with an action verb. An *action verb* is a verb that describes doing something active. It helps an employer visualize what you did at your job. Examples of action verbs are *manage*, *help*, and *create*.

Use the past tense for actions you did in the past. Use the present tense for actions you are still doing. Look at Melissa's résumé on page 165 to see how she wrote her bullet points.

Education Lists Your School Experience

The education section lists your secondary and postsecondary education. List the name and location of each school. List the date you finished or the date you will finish. List your vocational classes. List other classes or projects that might help you on the job.



In Action You have many different skills and talents. Include the strongest ones on your résumé.

What skills is this worker showing here?

A Skills Résumé Lists Groups of Skills

The second résumé format is the skills résumé. A **skills résumé** is a résumé that lists your achievements by type of skill. Skills résumés are sometimes called functional résumés.

Each person has a different mix of skills. One person might have child care skills, dependability, and computer skills. Another person might have skills such as athletics, leadership, and attention to detail. Your skills are unique. Your skills résumé will be unique, too.

Look at Melissa Cantos's skills résumé in **Figure 7.3** on page 168. How would your skills résumé differ from hers?

skills résumé ■ A résumé that lists your achievements by type of skill.

Figure 7.3

Skills Résumé

24 Branford Circle #115 • Hastings, MO 48002 • (269) 555-0189
MCantos@emails.com

Melissa Cantos

Job Objective	Full-time administrative assistant position in law office.
Communication Skills	<ul style="list-style-type: none">• Handle client correspondence in English and Spanish at law firm.• Motivated fellow students to donate canned food for Springfield High School food drive.• Counseled clients and their families at assisted living facility.
Computer Skills	<ul style="list-style-type: none">• Create and update expense account worksheets in Excel.• Transcribed case files and notes using Dictaphone and word-processing software.• Desktop-published poster for dance at Springfield High School.• Type 65 wpm.
Attention to Detail	<ul style="list-style-type: none">• Manage computerized records for four attorneys.• Spent 100 hours preparing legal brief for Law Honors Project.• Wrote and distributed over 50 phone messages per day at law firm.
Experience	<p>Nov. 2005–present <i>Administrative Assistant</i> (part-time), Englander, Watanabe & Raskin, Bremerton, MO</p> <p>Feb. 2004–Oct. 2005 <i>Staff Assistant</i> (part-time), Centerton Assisted Living Facility, Bremerton, MO</p>
Education	<p>2005 High School Diploma, Springfield High School, Springfield, MO</p>

Show Your Skills Melissa Cantos wants a job as an administrative assistant. Communication skills, computer skills, and attention to detail are important for this job. Compare this résumé to the résumé on page 165. Which one do you prefer? Why?

Identify Your Strongest Skills

Start your skills résumé by listing what you do well. What do you know how to do? What do you know a lot about? What kind of experience do you have? Make a list.

Group Your Skills into Categories

Group your skills and experiences into two or three categories. Your categories should be broad. You might use categories such as:

- attention to detail
- dependability
- responsibility
- initiative
- communication skills
- problem-solving skills
- sales skills
- customer service skills
- computer skills
- management skills

Create Bullet Points Write three or four bullet points for each skill. Start each bullet point with an action verb. Use the past tense for actions you did in the past. Use the present tense for actions you are still doing.

Be sure that you use the correct tense. For example, let's say that you work at a clothing store. You are in charge of customer service. Since you are still responsible for this, your verb should be in present tense. Your bullet point might look like this.

- Manage customer service for Marina Clothing store.

Let's say that last month, you made a filing system for the store. Since this action took place in the past, your verb should be in past tense. Your bullet point might look like this:

- Created filing system for Marina Clothing store.

Always use the past tense when you are talking about jobs or projects that have ended.

While You Read

Connect What are your three strongest skills?

List Your Work Experience and Education

List your work experience and education at the bottom of the skills résumé.

Be brief. List the dates of each job, the name and place of the employer, and your title. List the dates of each school and the name and place of the school. List your diploma or degree.

Which Résumé Format Should You Use?

Experienced workers usually use chronological résumés. Many employers prefer to receive chronological résumés. Chronological résumés show what a worker has done every year.

Younger workers often use skills résumés. A skills résumé is a good choice if you have little work experience. A skills résumé is also a good choice if you have done several short-term jobs.

Make Sure Your Résumé Is Perfect

It takes time to write a good résumé. Make sure all the information is correct. Make sure you have included the best information.

Ask a teacher, family member, or adult worker to read your résumé. Then read it one more time to be sure everything is right.

Use a Spell-Check Program Make sure that there are no errors in spelling or grammar on your résumé. A spell-check program can help you do this. A **spell check** is a computer tool that finds misspelled words and suggests correct spellings.

spell check ■ A computer tool that finds misspelled words and suggests correct spellings.

While You Read

Visualize Imagine what your résumé will look like when it is finished.

Your Résumé Should Look Good Make sure your résumé looks good, too. Print your résumé in black ink on white paper. Make sure that it is easy to read. Make sure that the page is not crowded with type.

Print several copies of your résumé. Keep them in a folder so they stay clean and unwrinkled. Take your résumé with you when you visit contacts or employers.

Sell Your Skills in a Cover Letter

You need to send a cover letter with your résumé. A **cover letter** is a letter of application that says why you are a good match for the job.

The purpose of a cover letter is to “sell” yourself to the employer. A good cover letter can convince an employer to hire you.

cover letter ■ A letter of application that says why you are a good match for the job.

Point of View



Getting Your Résumé Right

Noah Sternberg of New York City wanted a career in banking. He kept that career goal in mind when writing his résumé. “I decided to write a chronological résumé,” Noah says. “I had experience with two

different after-school jobs. With both jobs, I worked with the public and handled people’s money. Both jobs were good experience to be a bank teller.”

“I spent several days writing my résumé. For the job objective, I said I wanted to be a bank teller. I made sure my skills matched those needed for a bank teller.”

Noah had his mother and his math teacher read his résumé. “My mom found two spelling errors,” Noah says. “My math teacher thought it was good because I talked about my skills. The time I spent writing my résumé paid off. I got a job as a bank teller!”

It’s Your Turn Noah thought about what he wanted before he wrote his résumé. Write the names of two different jobs you might like. Write a skills summary for each one. How does a skills summary change as the job changes?

For help completing this activity, visit ewow.glencoe.com/tips and go to the *Smart Tip* for the Chapter 7 *Point of View*.



Begin With the Heading and the Greeting

Begin your letter with the heading. The heading is your name and contact information. Then move down two lines and write the date you are sending the letter. Move down at least two more lines and write the name, business, and address of the person you are writing.

Now add a greeting. Your greeting will say:

Dear Mr. _____ :

or it will say:

Dear Ms. _____ :

When you do not know the name of the person who will read your letter, use a greeting such as “Dear Sir or Madam.” The greeting should be followed by a colon.

The First Paragraph Says Why You Are Writing

Explain why you are writing in the first paragraph of your letter. Explain that you want to apply for a job.

Give the title of the job that interests you. Say where you learned about the job opening. If you are answering a newspaper ad for an assembler, you might write, “I am writing in response to your advertisement in the *Times* for an assembler.”

Keon Williams heard about a job opening for a mail clerk. He got the job lead from his contact Shanya Brown. Read what he wrote in the first paragraph of his cover letter in **Figure 7.4**.

While You Read

Question What is the purpose of the second paragraph of a cover letter?

The Second Paragraph Talks About Your Skills

Describe your skills in the second paragraph of your cover letter. The purpose of this paragraph is to show the employer that you are a great choice for the job. It should convince the employer to look at your résumé.

Keon Williams is applying for a job as a mail clerk. He used his second paragraph to write about skills that a mail clerk needs. Read what he wrote.

Figure 7.4

Cover Letter

KEON J. WILLIAMS

1236 S. Ailona Ave. • San Francisco, CA 98567

(415) 555-0101 • kjwill@emailcentral.net

November 30, 2006

Samuel Katz
United Merchants, Inc.
300 Commerce Center Plaza
San Francisco, CA 98007

Dear Mr. Katz:

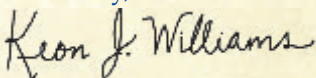
Shanya Brown suggested that I write to you about a job as a mail clerk in your office.

Why hire me? I am personable, efficient, and dependable. I pay attention to detail and have excellent communication and organizational skills.

I have three years of experience in an office environment. I have handled incoming and outgoing mail, answered busy phones, and provided customer service. I am completing the computer career pathway at Martin Luther King, Jr. High School. Please see my enclosed résumé to learn more about me.

Thank you very much for considering me for this opportunity. I look forward to speaking with you and telling you more about what makes me a good match for the job.

Sincerely,



Keon J. Williams

Sell Your Skills A good cover letter is brief and interesting. It describes your job skills. It also shows your writing skills. **Why would an employer want to hire someone who has good writing skills?**

The Third Paragraph Talks About Your Education and Experience

The third paragraph of your cover letter talks about your education and experience. Describe jobs you have done that are similar to the job you want. If you have not had a paying job, do not say so. Write about the classes you have had. Write about experiences you have had.

Keon Williams worked in his father's business for three years. He did not receive pay. However, he got a lot of work experience. Read what he wrote in the third paragraph of his cover letter.

A Positive Self-

Image Your résumé and cover letter reflect you. They should show your positive self-image.

Why is it important to make a good first impression on an employer?



The Fourth Paragraph Thanks the Employer and Asks for an Interview

In the last paragraph, thank the employer for considering you for the position. Say that you would like to speak to the employer. You can even ask for an interview at the employer's convenience.

End Your Cover Letter With the Closing

Your closing should be typed two spaces down from the last sentence. Your closing should leave enough room for a signature. Write "Sincerely," for a closing. Move down four lines and type your name. It should look like this:

Sincerely,

Your Name

After you print the letter, sign your letter in the space above your name. Use blue or black ink.

Make Sure Your Cover Letter Is Perfect

Your cover letter should make a good first impression. Make sure your letter sounds positive and confident. Make sure it sounds professional and not too casual. Use good manners in your writing. Use good grammar and punctuation too. Use a spell-check program to check your spelling. Ask a teacher and an adult friend to read your letter.

Your letter should look professional. Check a reference book to see how a business letter should look. For example, check *The Gregg Reference Manual*. Look in the Index under *Letters* or *Application letters*. Many word-processing programs can also help you write a professional letter.

Write one really good letter. Then use it as a guide when you write other letters. Of course, you will have to change the letter to fit the job.

While You Read

Connect Who could help you write a perfect cover letter?

Section 7.2

Review

Check your answers online by visiting ewow.glencoe.com/review and selecting the Section 7.2 Review.

After You Read

Retell

1. Describe a job objective. Explain why you might need to change your job objective from time to time.
2. List four ways to make sure your résumé is perfect. Use your own words.

Think Critically

3. The purpose of a cover letter is to “sell” yourself to an employer. Do you feel comfortable “selling” yourself? Why or why not?

Math Practice

Answer the multiple-choice math questions at ewow.glencoe.com/math.

Calculating Percentages

Groceryland has built a new store in your town. You are about to start a job as a cashier in the new store. Your employer tells you that the tax on your weekly earnings will be 15% of your pay. Your pay is \$80 a week. How much will you pay in taxes each month?

Step 1

Multiply your total earnings (\$80) by the tax rate.
 $\$80 \times .15 = \12

Step 2

Multiply the tax each week by the number of weeks in a month (4).
 $\$12 \times 4 = \48

Result

You will pay \$48 each month in taxes.

Figure It Out

Your employer asks you if you want to pay \$60 of your total monthly earnings to a charity. You earn \$125 per week. What percentage of your salary will go to charity each month?



Insurance Pool Governing Board Analyst

Diane C. Nelson

Oregon



Career Cluster: Government and Public Administration

What does an insurance pool governing board analyst do?

“I analyze insurance premiums for the State of Oregon. It’s like balancing one giant checkbook.”

Why did you choose a career in government?

“I chose a career in math. I love math. The job in government came by good fortune. I excelled in math in school. I also have a degree in math.”

What obstacles have you overcome?

“I have bipolar disease. You have to change medication frequently with a mental illness. I’m affected when we are adjusting the medication. It affects how I process math and how I am socially. I have to work harder to stay focused.”

What advice do you have for students?

“You may think you are feeling differently from other people, but you really are a lot like the people around you. Many people have problems and obstacles to overcome. Stop focusing on how different you are. You’re really not.”

Insurance Pool Governing Board Analyst

Training

Jobs with state and local governments require different levels of education depending on the job. Jobs in math and accounting require an associate or four-year degree.

Skills and Talents

To work in insurance in a state government requires good math and communication skills.

Career Outlook

Employment in state and local government is expected to increase through 2012.

Learn More About It

Many government jobs require you to take a civil service exam. Go online to learn more about the civil service exam for your state. Write a one-page summary about what you learned.

For help with this activity, visit ewow.glencoe.com/tips.



Chapter 7 Review and Activities



Go to ewow.glencoe.com to find online games and activities for Chapter 7.

Key Term Review

job application form (p. 152)	reference (p. 160)
job applicant (p. 152)	résumé (p. 163)
standard English (p. 155)	chronological résumé (p. 164)
online job application form (p. 157)	job objective (p. 164)
accurate (p. 158)	skills résumé (p. 167)
personal fact sheet (p. 158)	spell check (p. 170)
	cover letter (p. 171)

Check Your Understanding

1. Describe how to ask an employer for a job application form when calling on the phone.
2. Name six facts you will need to list on a job application form.
3. Explain the difference between a chronological résumé and a skills résumé.
4. List and define the five parts of a chronological résumé.
5. Explain the purpose of a cover letter.

Write About It

6. **Write a Cover Letter** Look on the Internet or in your local newspaper for a job opening that interests you. Write a cover letter to the employer. Talk about your skills and experience. Show how they would help you do the job well. Make sure your letter is positive and enthusiastic. Follow the format described on pages 171–175.



Role Play

- 7. Ask for a Job Application** Work with a partner. Pretend that you are asking an employer for a job application. One person is the employer and the other person is the job applicant. As the job applicant, introduce yourself. Say what kind of work you would like. Ask if the employer is accepting job applications. If so, ask for a job application form. Ask if you may take it home. Switch roles with your partner.

Teamwork Challenge

- 8. Talk to Employers** What is the right way to fill out an application form? With a partner, talk to an employer who uses job application forms. Ask for advice on how to fill out a job application form. What makes a good impression? What does not make a good impression? Why? Write a short report about what you learned.

Computer Lab



Read a Résumé Makeover Many career Web sites offer résumé makeovers. A résumé makeover shows how to change a weak résumé into a strong résumé. Use an Internet search engine to find a résumé makeover. Write a paragraph about the makeover. Describe how the résumé changed.

Personal Career Portfolio

Make a Personal Fact Sheet Make a personal fact sheet. Use the guidelines on pages 158–159. Finish with a list of at least three references.

Go to ewow.glencoe.com/portfolio for help.

