WRITING FOR CAREERS

JOB APPLICATION LETTER

▶ It is a document that should be submitted along with the resume to an employer to express the candidate's interest in the position while applying for jobs.

▶ It is also known as a Cover Letter. It explains why the candidate qualified for the position and should be shortlisted for an interview.

▶ The letter should emphasize the candidate's skills and key qualifications which is fit for the role.

APPLICATION LETTER -PRESENTATION

- It should be written on a single page.

- It should be single-spaced with a space between every paragraph and a 1-inch margin with the text aligned to the left.

- Times New Roman, Arial, or Calibri font should be used with a font size between 10 to 12 points.

TIPS TO WRITE A GOOD APPLICATION LETTER

- It should be written like a formal business letter. It must include the candidate's contact numbers at the top, date, and contact information of an employer.

- Make sure to add a salutation at the start and your signature at the ending of the application.

- Emphasize your skills and abilities to express yourself as a suitable candidate for the available position.

- It should be written grammatically correct to get a good impression of an employer.

TIPS TO WRITE A GOOD APPLICATION LETTER

- It should be concise as a hiring manager may not read a lengthy and multiple pages letter.

- It should include the job listing keywords posted by an employer to express yourself as a good fit for that role.

- You should send the letter for every position you apply. Unless the job posting mentions sending only your resume, it is good to send one for every job you apply.

RESUME WRITING

- Resume is summary of your educational qualification details
- It highlights your skills and experience relevant to the field
- It highlights your objective and accomplishments
- Its purpose is to get you an Interview call
- A resume should reflect more than just work experience
- It should consider your extracurricular, and leadership qualities

TYPES OF RESUMES

▶ There Are 2 Main Types Of Resumes

▶ Chronological and Functional

▶ Chronological

▶ It is the MOST common type of Resume • It lists previous jobs & dates; most recent job first • It identifies work accomplishments and skills connected to each job. Easier to prepare and is generally successful

FORMAT OF A RESUME

- You can arrange your resume in a variety of formats. However, most resumes follow this type of order:

- Contact information

- Objective or Career Profile

- Summary of Skills (optional)

- Work Experience

- Education

- Professional Affiliations (optional)

CONTACT INFORMATION

Your CONTACT INFORMATION is the most IMPORTANT PART of your Resume:

NAME Address (optional) City, State, Zip Code Telephone Number – Email Address

CAREER OBJECTIVE

- OBJECTIVE CAREER PROFILE A short statement that includes the job title you want, and the main reason why they should consider your for the position.

- A short paragraph (three –to five sentences) that highlights your experience and qualifications that match the job you are applying for

ACQUIRED SKILLS

▶ Skills Related to the Job You Are Seeking or Strengths/Key Accomplishments

▶ Include the skills that are directly relevant to the job you are seeking.

▶ Use strengths and accomplishments to highlight these skills

EDUCATIONAL DETAILS

▶ Education List diploma, degree(s) or certificate(s) and the school name, city and state.

▶ Date from which to which studied and the place of study

▶ If you did not graduate college, list total semesters completed. List dates of completion if you are a recent graduate (last three years)

WORK EXPERIENCE

- Title of the job
- Place of work and Position
- Job description
- Period from when to when
- Skills acquired in the job

REFERENCES

- Former employer

- Former boss (can be your direct manager)

- Supervisor (not necessarily your direct manager)

- Colleague (coworker or teammate)

- Mentor (can be your teacher or professor)

- Advisor (including your academic advisors)

- Business or project partner

REPORT WRITING

- A report is a statement of the result of an investigation or of any matter on which definite information is required.

PREWRITING SKILLS OF REPORT WRITING

- Understand the purposes of a report.

- Plan a report.

- Understand the structure of a report.

- Collect information for your report.

- Organize your information.

- Use an appropriate style of writing.

- Present data effectively.

- Understand how to lay out your information in an appropriate way

TYPES OF REPORTS

• During your time at university you may be asked to write different types of report.

• Laboratory reports.

• Technical reports.

• Reports of a work placement or industrial visit.

• Reports of a field trip or field work.

SIGNIFICANCE OF REPORT WRITING

▶ All the skills and the knowledge of the professionals are communicated through reports.

▶ Reports help the top line in decision making.

▶ A true and balanced report also helps in problem solving.

▶ A report should be in a proper format. The report should have all the essentials components such as title, introduction, findings & recommendations.