

# JOB SEARCH KIT

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THANK YOU NOTES (FOR SENIORS ONLY)

For ideas on Majors/Minors, Campus Activities, Job Titles, Job Descriptions, Salaries, Industry Trends, check out Self-Assessment software.

**TIPS:** Resumes for Theatre Arts majors are VERY DIFFERENT!  
Call Judith at 468-1339.

*This is only one format for a resume. You are free to choose any format you feel confident in presenting. Don't use a template! Two pages is fine. Get a hotmail account as soon as possible because you lose your CSC email account one month after graduation.*

*Before you start to write your resume, list 3-5 skills needed for the job you want. Do you have them? Can you prove it? Write the list on a separate sheet of paper. Put aside for now.*

## Easy Steps to Super Skills-Based Resume:

**Top of page 1:** Your name, address, daytime phone number, email address (this information should be in at least a 12 pt font).

**Job Objective:** You must fill this in. Employers can't guess.

**Education:** Castleton State College, degree, graduating date, additional professional training (ie: CPR) if it relates to the job objective.

**Awards:** Do they relate to the job objective? If you have several, use columns.

**Summary of Qualifications:** List your years of experience in one of the 3-5 skills you listed above. List one major accomplishment related to one of the 3-5 skills.

*Tip: Contents of Summary of Qualifications = paragraph 2 & 3 or your cover letter & answer to first question in the interview: "Tell us about yourself." Cool, eh?*

**Key Skills:** Identify 5 skills needed to do the job for which you are applying. Do you have them? Can you prove it? Communications, computers, etc.

**Attitude/Work Style:** Fill in here (ie: energetic, detail-oriented, etc.).

**Relevant Experience:** Relevant to your job objective! Use the list of skills you made to make headings.

Communications/Management (or your choice of skills heading)

Presented...

Supervised...

Leadership/Teamwork (or your choice of skills heading)

Coordinated...

Organized...

List accomplishments for each of those skills under the appropriate headings, describing these accomplishments with action statements.

**Work History:** Your title, Name of company you worked for, Supervisor's phone number, Dates of employment. Repeat for each position held.

**At the end of your resume:** List of References Attached.

**List of References:** On a separate sheet, list 3-5 professional references. Get their permission first! Put your name at the top. Don't list friends or relatives.

Letters of Reference available upon request. See section on what to put in the letter. Use cream or light gray paper. No fancy colors. Mail in a large envelope. Do not fold your resume and cover letter. No staples. If they say fax it, mail a hard copy as well. There are TONS of samples in my office. You decide on format and content!

Be prepared to send "scannable" resumes. Scannable is NOT the same as electronic. Electronic is sent on-line. Many companies are beginning to ask for scannable resumes. They scan your resume by "key words." Contact the company you are applying to to see if they scan resumes and have one ready just in case. If so, send TWO resumes your paper resume and the scannable one. Identify which is which.

### **SCANNABLE RESUME FORMAT**

Name only on top line.

Address and phone number under name.

Plain text only. No graphics, borders, lines, shading, italics, or bolding.

Popular font only - 12 point - Times, Paltino, Arial, Universal, Helvetica, Bookman.

Job specific key words: DO use industry terms, buzzwords, jargon, hard skills, commonly used trade terms, job titles, departments, key functions, relevant personality traits, computer hardware and software, programming languages,

programming languages, academic degrees, fields of study, foreign languages –  
EVERYTHING RELEVANT TO YOUR JOB OBJECTIVE.

Print your scannable resume on high resolution paper. Send original, not a photocopy in a large envelope. Do not fold or staple your document.

*COOL TRICK: Transform your "regular" resume into a scannable by adding a Key Word Section at the top or bottom with heading "Key Words."*

## **COVER LETTERS**

Cover letters should be designed to entice your prospective employer to read your resume.

Use heading from your resume as your own personal letterhead.

Date

Correct name and title of person

Name of Company

Mailing Address

City, State Zip Code

Dear Real Name or Dear Search Committee:

Paragraph 1. Why are you writing? Mention where you found out about job.

Paragraph 2. Mention what you know about their company.

Paragraph-3. How are you qualified? Why are you special? Why should they hire you? Use info from your Summary of Qualifications

Paragraph 4. ASK FOR AN INTERVIEW!!!! Sincerely or Yours truly, Your name Enclosure(s)

## **LETTERS OF REFERENCE**

When asking for a reference, be specific – provide them with Reference Guide & a copy of your resume.

Let them know who you think might be calling and what you would like them to focus on. Keep them up to date on your job search & write a Thank You Note.

Paragraph 1: Identify themselves. Mention your name and why they are writing and what position you are looking for.

Paragraph 2: Outline their relationship with you: how long, what capacity, what type of work did you do together.

Paragraph 3: 1-2 of your skills, talents, accomplishments of which they are aware.

Paragraph 4: The fact that they do recommend you for consideration for this particular work and an invitation to call them for further information.

## **Thank You Notes and Follow-Up Letters**

MAIL YOUR THANK YOU NOTE/FOLLOW-UP LETTER WITHIN 24 HOURS OF INTERVIEW! The National Association of Colleges and Employers reports that many companies wait to see if you send a Thank You note/letter. If you don't,

they figure you don't pay attention to details for things that are important to you – so you sure won't pay attention to details that are important to them!

For information about internships, volunteer and service-learning positions check out The Center at <http://www.castleton.edu/communityservice>.

For career ideas, check the on-line radio show Career Talk at <http://www.csc.vsc.edu/careers/careertalk.html>.

Looking for part-time, full-time, internship, or grad school ideas?  
Check Castleton Connections at:  
<http://www.ecampusrecruiter.com/castleton/index.php?script=local-login>.