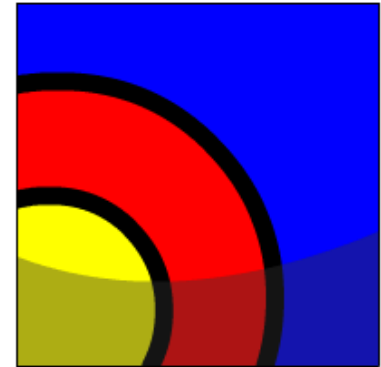


# Looking for a Job

## What Will I Learn?

**In this lesson, you will learn to:**

- List and explain important considerations when choosing a new job
- Identify the components of a posted job description
- Write a cover letter for a job opportunity
- Write a follow-up letter for a job opportunity
- Prepare a professional resume



## Why Learn It?

**Consider this famous quote:**

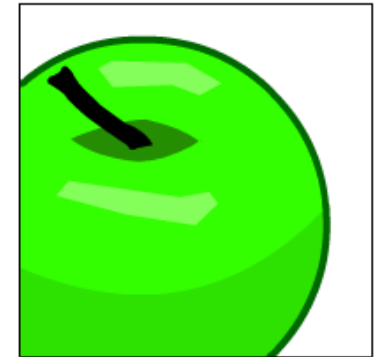
"Where is the future? On next year's calendar, would you say? Wrong! When it arrives, it won't be the future any more."

So how do you plan for your future? It's something you have to do today! In this lesson, you will explore current job openings in fields that you may want to work in one day. Today's planning makes tomorrow's dreams come true.



### **Tell Me / Show Me**

Although you are probably a few years away from landing "the perfect job," it's not too early to begin looking at what skills are required for the types of jobs you are interested in. Use a Career Exploration Worksheet as a guide to research jobs in the areas where you'd like to be employed. It's never too early to choose high-school courses, begin planning for college, or start getting ideas for a career.



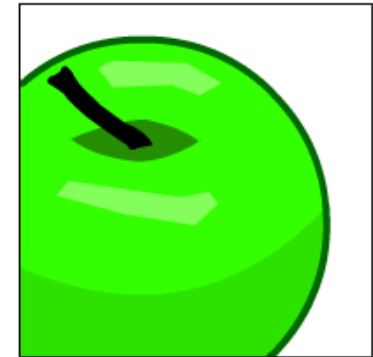
In this lesson, you will have an opportunity to explore current job openings. Try to identify jobs that match your interests. It has been said, "If you like your job, it isn't work!"

# Tell Me / Show Me

## Tasks To Accomplish

When researching database-related fields and other fields of choice you might consider the following:

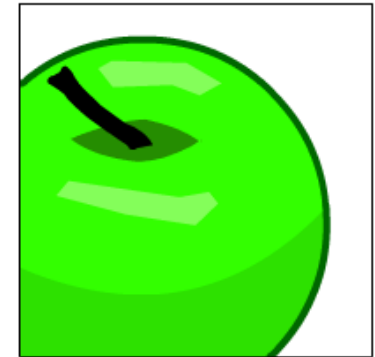
- Identify the qualifications for a job in the area of interest
- Identify where the job is located
- Identify the benefits the job is offering
- Identify the pay range the job is offering
- Identify the job board at which you located the job offering
- Identify regions of the country that offer more jobs opportunities
- Identify the considerations needed for relocating for a job opportunity
- Identify the cost of living where the job offering exists
- Identify the information you'll need to enter onto an IT Job Application (historical data, references, etc.)



# Tell Me / Show Me

## PREPARING THE FINAL-DRAFT PROFESSIONAL RESUME

If you have a draft copy of your resume, use it to create a polished final copy. Use the sample resume on the next slide as your guide. Remember, you may not have a lot of work experience, if any, but you have school and community-related accomplishments that are very important to document. Employers look for evidence of initiative, effort, and involvement.



# Tell Me / Show Me

## DANIELLE JEFFREY

2286 North Winston Street  
Olympia, Washington 98505  
(206) 445-1234  
e-mail: [djeffrey@yahoo.com](mailto:djeffrey@yahoo.com)

**OBJECTIVE:** To obtain a position in the information technology Industry.

### EDUCATION:

Eisenhower High School	Olympia, Washington
Expected Graduation Date June 2004	Grade Point Average 3.0

### PAID WORK EXPERIENCE:

McDonald's Restaurant	Food Service Worker
Olympia, Washington	Present-September 2002

### VOLUNTEER/COMMUNITY SERVICE:

Helping Hand Child Development Center	Summer2002
Red Cross Blood Bank Volunteer	Summer 2003

**WORK SKILLS:** Performed office work, such as data processing, developed excellent customer service skills, operated cash registers, fast food preparation, maintained customer self service food areas, assisted with shift scheduling, assisted with computer data entry registration of blood bank donors, provided childcare services and general help as necessary.



# Tell Me / Show Me

## PREPARING A COVER LETTER

The purpose of a cover letter is to sell your skills and expertise. This is your chance to convey to the potential employer why your qualifications make you the best person for the job. A cover letter is not a copy of your resume. Its purpose is to personalize your factual resume and directly align your skills with those specified in the job description. A cover letter is often your first written contact with a potential employer, creating a critical first impression.

### **A cover letter should:**

- Specifically state why you are writing the letter. Directly state, "I am applying for...."
- Explain how the skills that you have align with the job description.
- Present the reader with a plan that states how you will follow up from the letter. "I will call in two weeks to make sure you received my resume/application."

Use the sample cover letter on the next slide to help you get started.



# Tell Me / Show Me

Ms. First Name Last Name

Title

Company

Street Address

City, State, Zip

Date

Ms. First Name Last Name

Title

Company

Street Address

City, State, Zip

I would like to express my interest in the entry-level clerk position with Company. I feel my academic record and my commitment to the community would compliment your company's dedication to customer service. I am confident that I possess the skills to quickly learn the duties outlined in your job description.

Specifically, I have taken courses in accounting and marketing in high school this past year. In addition, I have been vice-president of the Clubname, which has required public speaking during student body assemblies. I feel confident in my ability to clearly communicate with your customers.

Please review the enclosed resume and references as you consider my application for the clerk position. I will call your office next week to confirm you received my references. Thank you very much for your consideration.

Sincerely,

Signature

First Name Last Name



# Tell Me / Show Me

## PREPARING A FOLLOW-UP LETTER

A follow-up letter thanks the person who interviewed you for his or her time. It also allows you to reiterate why you are uniquely qualified for the job. It is not only good manners to send a follow-up letter, but it is also one more way for you to make a lasting impression on the person so that you will get the job. Imagine if everyone interviewed for the position was equally qualified and had equally successful interviews. The person making the hiring decision would face a tough situation. Now, if you send a follow-up letter and others do not, your enthusiasm and attention to detail will distinguish you. These small details can make the difference and should not be overlooked. Your positive attitude, your appreciation, and your enthusiasm should be communicated by this letter!

Use the sample follow-up letter on the next slide to help you get started.

# Tell Me / Show Me

Jamie Smith  
1234 Main Street  
My Town, CA 99999

May 20, 20XX

Mr./Mrs. First Name Employer  
IT Diretor  
Database Corporation  
9876 Company Lane  
Anyplace, CA 99999

Dear Mr./Mrs. Last Name:

Thank you for your time and courtesy during my interview on Thursday. I enjoyed our discussion of the clerk position and appreciated your tour of the facilities. After discussing this position with you and meeting the other clerks, I know that I will be a good fit within your organization. I appreciate your consideration and am excited by the prospect of working with you. I look forward to helping meet your growing company's demands. Enclosed is an additional copy of my resume for your convenience. I look forward to talking with you again soon.

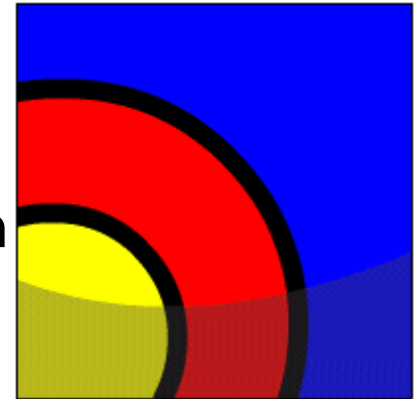
Sincerely,  
Signature here  
Jamie Smith

Enclosure

# Summary

**In this lesson you have learned to:**

- List and explain important considerations when choosing a new job
- Identify the components of a posted job description
- Write a cover letter for a job opportunity
- Write a follow-up letter for a job opportunity
- Prepare a professional resume



## Summary

### Practice Guide

The link for the lesson practice guide can be found in the course outline.

