







1. Cover Letter Obough Gover Letter Othe body of your cover letter lets the employer know 1. what position you are applying for, 2. why the employer should select you for an interview, and 3. how you will follow-up.



1. Cover Letter

- O Middle Paragraphs
- The next section of your cover letter should describe what you have to offer the employer. Make strong connections between your abilities and their needs. Mention specifically how your skills and experience match the job you are applying for. Remember, you are interpreting your resume, not repeating it. Try to support each statement you make with a piece of evidence. Use several shorter paragraphs or bullets rather than one large block of text.



About.com Youtube Video

O Cover Letter Video

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Melssa Madrigal 27869 La Piedra Menitee, California 92584 (951)555-222

October, 3,2012

Aberorombie & Fitch 2324 Winchester Road Temecula, California 92563

Dear Hiring Manager:

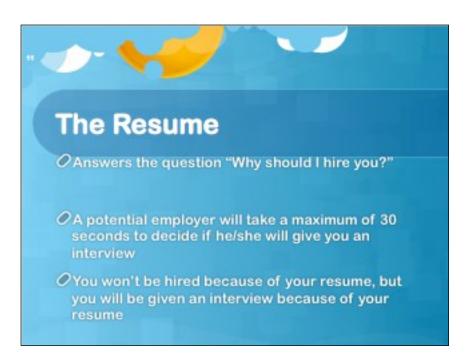
I am interested in working for your successful corporation. I will be an excited sales associate because I have experience with your merchandise, and I personally adore it! I am a perfect match for this job.

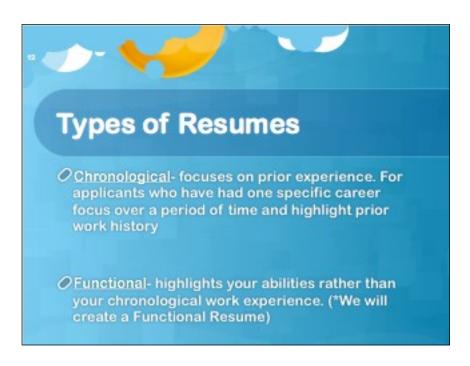
I am very fashion forward. I have 6 years experience with math and maintain a 3.5 G.P.A. I have a reputation of being talkative and bright even on my worst days. I have reliable transportation, and a very flexible schedule that can be altered as needed to fit your needs.

I will anxiously be waiting for a phone call and/or e-mail regarding my request of a position as a cashiericlerk at your facility. I am very interested and behold a hardworking, determined personality. I will be following up with you in the next seven days.

Sincerely.

Melissa Madrigal





- Resumes should always be compelling and easy to read!
- "Everything about your resume should address the key points of the job description and answer the question?: Are you a perfect fit for this job? If you can review the description and honestly answer "I addressed all their requirements, either through my branding statement, career summary, key words, or accomplishments" Then you can be assured you're the perfect fit for the position and you have a Brand Driven Resume"
 - Jessica Holbrook Hernandez www.careerrocketeer.com

Remember:

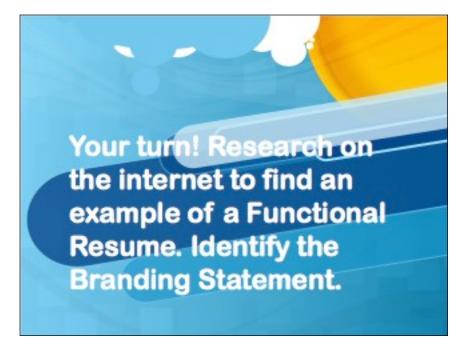
- Ouse bullets, not paragraphs!
- Quantify Achievements: Be specific whenever possible with numbers#, percentages%, and \$ amounts.
- O Don't be vague! Provide tangible results that show how much of an impact you made on previous employers/volunteer organizations.













How to create your own branding statement

In determining your unique personal brand, ask yourself:

- What ONE WORD best describes you? (Examples of powerful words include: robust, tenacious, effervescent, courageous, persuasive and resilient.)
- What is your leadership style? Are you an influential leader?
 Supportive mentor?
- What is your communication style? Are you an attentive listener? Articulate communicator?
- What makes you stand out from the competition? Are you Bi-Lingual? Possess relevant business knowledge as a Subject Matter Expert? Earned a reputation as an student leader?



Do's and Don'ts of a Job Interview iMovie You will create a iMovie depicting the appropriate and inappropriate responses to interview questions.











Follow-Up Letter

- Within three days after interviewing, the job applicant should always send a follow-up letter.
- This should reiterate your core strengths and emphasize the value you offer.
- The Follow-Up letter could distinguish you from the rest of the applicants.

Sample Thank You Letter

13 Main Street Springfeld, ME 04007 June 2, 2003

Mr. Joe Smith Saco Defense 122 Main Street Saco, MS 04572

Dear Mr. Smith

Thanks you for the opportunity to speak with you leaf. Monday about the exciting possibility of an internship position in the Drafting Department at Saco Defense.

After our convenation, I was extremely interested in this apprendicable, and would be proud to work for such a regulative company. I feet confident that my work experience and counterwork in distinguished sometical to the company.

I am available to provide any other information you may need and am looking forward to hearing from you. Once again, thank you for your time, attention, and interest in me as a potential inform.

Sincerely.

Wayton Smithers

