

NAIL THAT JOB

The Application & Interview Process

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Sources of Information:

Career ONESTOP: <http://www.careeronestop.org/>

Job Service North Dakota: <http://www.jsnd.org/>

Monster.com: <http://www.monster.com/>

Zap Corporation: <http://www.RUReadyND.com>

e-Resumes: <http://www.eresumeiq.com/>

Resume Resource: <http://www.resume-resource.com/resume-tips.html>

Forbes Online Magazine: <http://www.forbes.com>

Clayton State Career Services:

http://adminsivices.clayton.edu/experiential_learning/

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Career Preparation Guide

As you think about career choices and career planning, think of the community in which you live. Your community can be one of the best resources for information about careers, mentors, counselors, finances, and the like. Try to become informed by approaching your school counselor as well as other resource personnel in your area. You cannot accomplish your career goals unless you make a plan. The sooner you begin your direction, the more direct will be your course towards your career destination.

1. Assess yourself

Employers are looking for the skills and attitudes you have: how you think, act, and work with others. Assess yourself and skills in terms of these categories:

- What interests and skills have you developed?
- What do you like best: working with people, things, or ideas and information?
- What subjects really interest you?

A personal assessment will provide you with good clues as to the career options you should be considering.

2. Explore possibilities

- Read about various career possibilities that interest you.
- Get experience: part-time or volunteer work, co-op education
- Shadow someone in the job you are looking at
- Explore challenging options through apprenticeships, mentoring, or career days.

It is best not to base important decisions on one experience only; you are well advised to keep your options open and finish high school.

3. Inform yourself

- What are the specific qualifications needed?
- What is the present availability of positions in your community?
- What are the projected needs for this type of position in the future?
- What are the opportunities for personal and professional growth?
- What are the working conditions, such as scheduling, working alone or with others, outdoors, indoors, etc.
- What are the workplace laws you need to know about?

The more knowledge you can secure about a chosen career, the more informed your decision will be and the greater your chances for success.

4. Prepare yourself

- Make up a resume and cover letter.
- Contact people for references
- Make up a job-hunting plan including goals, contacts, and schedules.
- Research the companies you will be applying to; this may eliminate some from your list right away.

Being prepared will help to boost your confidence for the next stage.

5. Present yourself

- On paper – actual resume, cover letter/letter of application
- In person – once you have secured an interview, remember basic interview tips.

To make yourself stand out from the competition in the job market, you have to “market” yourself.

Application/ Cover Letter

“In the workplace, you don’t write for a grade, you write for a living.”

Jim Franke, electrical contractor

People in the workplace write business letters and do many things—share ideas, promote products and ask for help. Putting a message in writing gives the writer time to think about, organize, and edit what he wants to say. In addition, a written message becomes a record of important details for both the sender and the recipient. In any profession, letters connect the writer with experts and organizations that offer information or provide internships, help solve problems, and much more.

Parts of a Business or Cover Letter

A business or cover letter presents complete information in the order below:

Heading

The heading gives the writer’s complete address, either typed or in the letterhead, plus the date. If the address is part of the date, place only the date in the upper left-hand corner.

Inside Address

The Inside Address gives the reader’s name and complete mailing address (including the company name). If you are not sure which person to address or how to spell his/her name, call the company and ask. If the person’s title is a single word or very short, place it after the name, separated by a comma. Longer titles go on a separate line.

Salutation

The salutation personalizes the letter. Use “Dear” with people only, not department or company names. Place a colon after the name.

Body

The body contains your message in single-spaced paragraphs with double spacing between them. The body of your letter is organized in three parts: (1) the beginning states who you are and why you are writing, (2) the middle provides all the needed details, and (3) the ending focuses on what should happen next.

Complimentary Closing

The closing politely ends the message with a parting word or phrase—“Sincerely, Yours sincerely, Yours truly,”—followed by a comma. Capitalize only the first word of complimentary closings.

Signature

The signature makes the letter official. It includes the writer's handwritten name and corresponding typed name.

Initials, Enclosures, Copies

When someone types the letter for the writer, that person's lowercased initials appear after the writer's capitalized initials, separated by a colon. If a document (brochure, form, copy) is enclosed with the letter, the word "Enclosure or Encl." appears below the initials. If a copy of the letter is sent elsewhere, type "cc:" and follow with the name of the person or department receiving the copy.

Writing Guidelines

Prewriting

1. Considering your audience . . . Who is your reader and how will he or she feel about your message?
2. Determining your purpose . . . Jot down your reason for writing or what you want the reader to know.
3. Gathering details . . . Collect the information you will need for your letter. Think about the best way to organize and present it.

Writing and Revising

4. Organizing the Details . . . Organize your letter into the three previously mentioned parts.
5. Improving your Writing . . . Revise your first draft, checking for the following:
 - accurate, interesting details
 - paragraphs that develop the main ideas
 - a polite and respectful tone

Editing and Proofreading

6. Checking for Style and Accuracy . . . Check your letter for the following traits or qualities:
 - smooth-flowing sentences
 - clear, natural word choice
 - correct spelling, capitalization, punctuation, and usage
 - correct letter form

Preparing your Final Copy: Neatly type your letter. Center it vertically on the page and keep the margins even on both sides.

Ineeda Job

237 Woodlawn Ave.
Minot, North Dakota 58703
701-555-5555
ineedajob@minot.com

Hint: Use the same heading that you used on your Resume to keep your formatting and style consistent.

January 5, 2007

Mrs. Nancy Timms
Human Resource Director
St. Joseph's Hospital
407 3rd Street SE
Minot, ND 58701

Dear Mrs. Timms:

I am writing in response to the ad that you placed in the January 3rd edition of the Minot Daily News classified section. I am very excited about the position as a Pediatric Nurse in the children's ward at St. Joseph's Hospital.

I am a highly skilled Registered Nurse with 6 years experience looking after seriously ill babies. In addition, I am familiar with NICU standards and have a large medical vocabulary. I am able to present information accurately and remain calm in high stress and emergency situations. I have also been involved in assisting with the planning of patients' care programs.

If you would like more information, please let me know by calling (701) 555-5555 anytime during the day or by emailing me at <ineedajob@minot.com>. Thank you for considering my application. I look forward to hearing from you.

Sincerely,

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Encl. resume

Job Winning-Resume Introduction

A resume is a personal marketing document that communicates your career objective and value to a hiring company. A strong resume is carefully planned and developed (not quickly typed up) in an appropriate format (style) designed to showcase your experience and accomplishments in direct relation to a specific position.

Before we begin, it is important to note the average employer will only spend 15-20 seconds reading your resume. To capture the reader's attention, you want to give them a glimpse of your skills and qualifications and a hook to win an interview by making yourself stand out above all others. Writing a job-winning resume can be challenging, even for the seasoned professional, but having some background knowledge on the different resume formats and the use of each will help you to find success. Bottom line, when writing a resume, anything less than perfect is unacceptable.

Components of an Effective Resume:

1. **Identification:** Include your full name, mailing address, and telephone number.
2. **Objective:** Describe the kind of job you are looking for; be specific.
3. **Skills & Qualifications:** List basic skills and abilities as well as any special skills you may have. Careermag.com conducted a national survey of 600 hiring managers and the overwhelming majority said the most important part of the resume they read first is the **summary of qualifications**. Hiring managers also reported only about 5% of resumes received contained this key section.
4. **Education:** Provide your school's name, (expected) graduation date, GPA, and special recognition for projects or awards received.
5. **Organizations:** Include information about memberships and offices held in clubs because they show your ability to assume responsibility and work with other people.
6. **Experience:** Describe jobs by listing the name of the company, your job title, the dates employed, and the duties performed. List them beginning with the most recent.
7. **References:** Not necessary because the interviewer will request your references if he or she wants them. If you choose to add references anyway, you can either state that references are available upon request or list three or four **responsible adults** who would be glad to recommend you. Include their phone numbers or necessary contact information. Do not list anyone without first obtaining his or her permission. Do not include family members or friends your own age.
8. **Personal information:** Leave out your personal information, hobbies, or interests. Do not include your age, height, weight, status of health, or information about your family background.

9. **Appearance:** Type your resume. Make sure it is neat and free of errors.
 10. **Length:** Limit your resume to one or two pages.
-

Tips to Writing a Job-Winning Resume

Pick the Right Fonts

Font selection is very important, for it will set the tone for the entire resume. You should make your choice of fonts wisely so that your resume is easy-to-read and professional in appearance. Limit your choices to a few of the most well-recognized and easy-to-read fonts. A rule of thumb is to never use more than 2 fonts in a single document. It's OK to use variations in bold, italic, and different size fonts for your headings, but for best results stick with one font for your headings, and if you must use a second font, then use it on your actual content. If you use serif fonts for your text or body, then use one of the sans-serif fonts for the headings on your resume. It's nice to have that contrast of styles between the header and body resume fonts.

- **Recommendation for your Resume** is to have Arial or a similar sans-serif font for the headings and Times New Roman or a similar serif font for the body. Font size shouldn't ever be smaller than 11pt or larger than 12pt, except for your name and possibly your headings. Keep it consistent.
-

Serif Fonts are considered more traditional and are usually used as text fonts in books and magazines. Serif is just a word that translates to "tails or little feet" on the letters. For instance, Times New Roman, which is pictured below, is a popular serif font in most word processing programs. See the tails on the ends of the bar across the top of the "T"?

Times New Roman

Here are some more examples (with their names) of serif fonts appropriate for use in your resume.

Bell MT
Bodoni
Courier New
Garamond
Georgia
Goudy Old Style

Sans Serif Fonts are more contemporary without tails, like the popular Arial. On a printed document, the sans serif fonts are blocky in appearance making striking headers, while the serif fonts are nicer for the main content. However, online, quite the opposite is true. Sans serif fonts tend to be easier to read on a computer screen, so they are the better choice for the bulk of your content.

Here are some examples of appropriate sans serif resume fonts:

Arial
Century Gothic
Franklin Gothic
Gill Sans
Lucida Sans
Tahoma
Trebuchet
Verdana

Page Setup

- Use document margins no larger than 1.0 on the sides, top and bottom; no smaller than .5 on the top and bottom; and no smaller than .75 on the sides.
 - Single-space within sections and double-spaced between sections.
 - Bold and enlarge your name at the top. Your name should be a size 14 -18 font.
 - Type address, contact information, and other headings using size 11 or 12 font. You want to draw attention to the body of your resume, not your address and contact information.
 - Type the body of your Resume using size 11 or 12 font.
 - Keep the sections lined up and consistent.
 - Keep your Resume Simple and Clean - an employer will spend approximately 15-20 seconds on your resume.
 - Keep your resume at 1 page, not more than 2 pages.
 - Fill the second page at least halfway down the page on a two-page resume. Place “Continued” at the bottom of page one, and your name and “Page 2” at the top of page two.
-

The Use of Bullets

Bullets are special characters used at the beginning of indented short sentences to call attention to individual items on a resume. Short, bulleted sentences are easier to read than long paragraphs of text, and they highlight the information you want the reader to see quickly. Bullets also add some variety to a resume and make it just a touch more creative. To create bullets on Microsoft Word, click Format, Bullets and Numbering. To create bullets on a MAC, click opt 8.

Basic Writing Strategies

- Be specific and keep it accurate and honest. There is a difference between accentuating the positive and fabricating skills or experiences. If you choose to embellish or fabricate, chances are you will be found out.
 - Start with an action verb and never write in complete sentences. Use a thesaurus if necessary.
 - Include a concise statement of your objective and make it clear to the reader what position you are seeking. State why you could be an asset to the employer, not only what you want from him or her. If you plan to submit the resume for a variety of positions, either customize this statement for each position or keep this statement general.
 - Use industry-specific terminology/Keywords ("speak" the reader's language).
 - Emphasize your skills, accomplishments, and career achievements, especially the responsibilities you had in a previous position which relate to the position for which you are applying. (Sell it, don't tell it!)
 - Arrange Education and employment history information in order. Be complete and accurate when listing the name, city and state of previous employers. Do not include pronouns such as I, my, me, our, or any other possessive or pronoun or list company street addresses, salary, or reasons for leaving.
 - Use graphics sparingly unless you are in a creative career field. It is safe to use a border and shading. You don't want the reader to focus on the graphics or the border or shading.
 - Leave out personal data such as, marital status, hobbies, interests, physical appearance, religion, photos, and unrelated hobbies.
 - Spell out the states for your jobs, if you spelled out the state in your address, such as New York.
 - Produce an error-free resume and make sure it is easily read with the focus on content. Your computer's spell-check function may not catch all misspellings or grammatical errors. Proof, proof, and proof again!
 - Include a cover letter / salary information on the resume (use separate sheets).
 - Print your resume on quality paper (100% bond paper - white, ivory, light gray).
 - **DO NOT USE: a Resume Template**, use WORD or AppleWorks to create your resume.
-

Things to Avoid:

- Resume does not support Objective (be sure to make a connection).
- Sentences that are too choppy-five words per bullet (expand; make it interesting).
- Same information repeated too many times (use a functional/combo format).
- Typos and grammatical errors (read it backwards; have a friend proof-read it!).
- Unrelated jobs that go back too far in years (keep it to 7-10 years in most cases).
- Unrelated information (Stay on track; keep the position in mind).
- Don't use pronouns - "I, He, She, His, Her" (not necessary or is understood).
- Don't use a style that is outdated looking (headings are underlined and followed by colons ":", the word "duties" is used, and uses "responsibilities:" as subheadings).
- Don't make the second page too short - only a third down or less (condense/combine).
- Second page does not include your name (what if the second page is misplaced?).

- Too much or not enough white space (looks empty, inexperienced).
- Uses the full address for employers (list only the town and state).
- Uses full employment dates such as 12/11/01 (list only the month and year).
- Don't list reason for leaving or explain situation (if you must, save it for the letter).
- Including a "Professional References Available upon Request" statement at the bottom of the resume is not wrong, but not necessary. Remember, this is not an option. If the employer wants references, he or she will ask for them.
- Don't include personal information, such as married, homeowner, two children (It is unrelated to the position and risks possible discrimination).
- Don't include unrelated personal interest and hobbies such as "enjoy reading, long walks, music, travel, knitting, and puzzles" (include interests ONLY if it is related to your career Objective).

Action Words – By Skills Categories

Communication Skills	Creative Skills	Research Skills	Management Skills
Articulated	Adapted	Advised	Administered
Clarified	Composed	Analyzed	Analyzed
Collaborated	Conceptualized	Clarified	Assigned
Communicated	Created	Collected	Coordinated
Consulted	Customized	Conducted	Delegated
Conveyed	Designed	Critiqued	Developed
Convinced	Developed	Detected	Directed
Debated	Directed	Evaluated	Enforced
Directed	Established	Examined	Established
Discussed	Formulated	Explained	Executed
Explained	Founded	Explored	Improved
Influenced	Illustrated	Extracted	Incorporated
Interpreted	Initiated	Formulated	Initiated
Listened	Instituted	Gathered	Inspected
Marketed	Integrated	Inspected	Instituted
Mediated	Introduced	Interviewed	Managed
Moderated	Invented	Investigated	Motivated
Negotiated	Modified	Located	Organized
Persuaded	Originated	Measured	Planned
Presented	Performed	Researched	Produced
Proposed	Planned	Reviewed	Reorganized
Reported	Revised	Solved	Reviewed
Resolved	Revitalized	Summarized	Scheduled
Summarized	Shaped	Surveyed	Streamlined
Translated	Solved	Tested	Supervised

Action Words – By Skills Categories (Continued)

Financial Skills	Helping Skills	Organizational Skills	Technical Skills
Administered	Advocated	Arranged	Assembled
Adjusted	Aided	Catalogued	Built
Allocated	Assessed	Categorized	Calculated
Analyzed	Assisted	Classified	Computed
Appraised	Collaborated	Coded	Constructed
Assessed	Contributed	Collected	Converted
Balanced	Cooperated	Compiled	Designed
Budgeted	Counseled	Distributed	Determined
Calculated	Demonstrated	Generated	Developed
Computed	Educated	Incorporated	Engineered
Corrected	Encouraged	Inspected	Fabricated
Determined	Ensured	Maintained	Installed
Developed	Guided	Monitored	Maintained
Estimated	Helped	Operated	Operated
Forecasted	Insured	Organized	Printed
Managed	Motivated	Prepared	Programmed
Marketed	Prevented	Processed	Rectified
Measured	Provided	Reviewed	Regulated
Planned	Referred	Routed	Remodeled
Prepared	Rehabilitated	Scheduled	Repaired
Projected	Resolved	Screened	Restored
Reconciled	Simplified	Supplied	Solved
Reduced	Supplied	Systematized	Standardized
Researched	Supported	Updated	Upgraded
Retrieved	Volunteered	Verified	Utilized

Source of Action Words: http://adminservices.clayton.edu/experiential_learning/sampleresumes.htm

Resume Fraud

Although current estimates vary considerably, it's likely that as many as 40 percent of resumes include inappropriate exaggerations and other misrepresentations. It's also likely that at least one out of 10 applicants claim a college degree they don't have. Almost 40 percent of human resource professionals surveyed last year by the Society for Human Resource Management reported they've increased the amount of time they spend checking references over the past three years and many companies are now requiring background checks for all applicants being considered.

Forbes Magazine has a list of the top lies people put on their resumes. They are as follows:

1. Lying about your college degree, bogus degrees are easy to check on
2. Playing with dates to hide employment gaps
3. Exaggerating numbers such as sales to make yourself look better
4. Increasing previous salary in an attempt to get more money

5. Inflating titles
6. Lying about technical abilities such as familiarity and proficiency when it comes to knowledge of software programs
7. Claiming language fluency
8. Providing fake address
9. Padding Grade Point Averages

Fabricating information on your resume isn't necessary. Most likely the experience you have garnered throughout your work history is impressive. The challenge, however, is expressing your accomplishments in a way that entices the hiring organization to give you a call.

Source of Information: Forbes.com

Resume Builder Worksheet

Personal Information

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone (Home): _____ Phone (Work): _____

E-mail: _____

Employment Objective Statement

Summary of Skills & Qualifications

Login to your Guidance Central Portfolio at <http://www.RUreadyND.com>; click on Choices Planner and take the Basic Skills Survey, the Workplace Skills Checklist, or the Transferable Skills Checklist to help you determine your skills and qualifications. List the skills and qualifications below that you will include on your resume.

- _____
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- _____
- _____

RESUME BUILDER WORKSHEET (CONTINUED)

Your Education & Training

School Name: _____ State: _____

Type of Education or Degree: _____

Program/Major or Course of Study: _____

Start Date (mm/yyyy): _____ End Date (mm/yyyy): _____

School Name: _____ State: _____

Type of Education or Degree: _____

Program/Major or Course of Study: _____

Start Date (mm/yyyy): _____ End Date (mm/yyyy): _____

Certificates & Licenses

Name of Certificate/License: _____

Name of Issuing Organization: _____

Date Acquired (mm/yyyy): _____ State: _____

Name of Certificate/License: _____

Name of Issuing Organization: _____

Date Acquired (mm/yyyy): _____ State: _____

Accomplishments, Activities, Honors, and Affiliations

The Qualifications Brief

- ☑ **The Qualifications Brief** stresses an individual's abilities and shows what the individual is capable of doing for the employer. If you choose to use a qualifications brief, you can call it a "resume." It's unlikely that anyone will care. Regardless of what it is called, it should still have the following information:

Qualifications Brief of _____
(Street)
(City, State, Zip)
(Phone Number)
(Email Address)

A Record of Success

State your part time employment accomplishments.

Educational Accomplishments

Describe skills, knowledge, abilities and accomplishments at school.

Extra Curricular Accomplishments

List what you accomplished in your extracurricular activities at school.

Awards

List degrees, relevant course work and certifications.

Other Facts

List your special skills or abilities that would be helpful to the work setting.

Interests and Hobbies

List your interests and hobbies or things you really enjoy doing.



When to USE: Use if you have little or no work experience

Qualifications Brief of Ineeda Job

2510 E. 8th Street
St. Paul, MN 55106
701-555-5555

ineedajob@hotmail.com

A Record of Success

As a part-time volunteer at Bethesda Hospital in St. Paul, accomplished -

- Volunteer of the Month Award
- A perfect attendance record for the past two years
- A record of frequent compliments from patients who consistently praised my helpful and cheerful nature

Educational Accomplishments

General Business Studies
Harding Senior High School

- Received A's in beginning and advanced word processing
- Received A's in General Business I & II
- Received A's in beginning, intermediate and advanced Accounting courses

Extra-Curricular Accomplishments

Appointed head student office helper
Harding Senior High School

Awards

Student of the Month Award, Junior Year

Other Facts

- Keyboard at 70 words per minute
- Familiar with Microsoft Excel
- Familiar with Microsoft Word, Microsoft Works, AppleWorks and other word processing programs
- Worked in Windows and Mac Environments
- Completed a course in Medical/Legal Transcription

Interests and Hobbies

Member of the Harding Senior High School Change of Pace Singers
Has participated in team sports for more than 10 years

- Member of Harding Senior High School girls' varsity basketball team, three years
- Team captain, Senior year, varsity soccer
- Member of Harding Senior High School Girls' volleyball team, 1 year
- Girls' little league baseball, five years

The Chronological Resume

- ☑ **The Chronological Resume** emphasizes your work history and should generally follow this basic pattern:

<p>(Heading) Name Address Phone Number Email Address</p>
<p>Objective</p> <p>State your career goal.</p>
<p>Work History</p> <p>Arrange by date (beginning and ending), most recent date first. Give details in order: company, position title, and short job description emphasizing your skills.</p>
<p>Education</p> <p>List degrees, relevant course work and certifications.</p>
<p>Optional Information</p> <p>List your memberships, awards, military service, certificates, and activities.</p>



When to USE:

Use to emphasize your work history

Ineeda Job

237 Woodlawn Ave.
Minot, North Dakota 58703
701-555-5555
ineedajob@minot.com

OBJECTIVE

Pediatric nurse with specific experience in caring for premature babies. Developed excellent Child Care and planning skills through internships at the University of Minnesota Children's Hospital. Experienced in NICU standards.

EXPERIENCE

06/2000-11/2003

University of Minnesota Children's Hospital, Minneapolis, Minnesota
Registered Nurse

Worked as an RN in the pediatric section of a 60 Bed unit dedicated to looking after seriously ill babies.

Designated a special rotation involving the NICU and played a key role in the care of young children.

Played an active role in the execution of health plans for patients involving a range of medical issues including childbirth abnormalities, below average development and under achievement.

08/1999-04/2003

University of Minnesota Medical Center, Fairview, Minneapolis, Minnesota
Student Nurse

Worked under the direction of supervising RN in providing bedside care, documenting care treatments, admitting, discharging and transferring patients.

08/1994-07/1995

Bethesda Hospital, Saint Paul, Minnesota
Admit Clerk

Greeted patients and family, helped patients with completing paperwork, explained admittance documents, obtained signatures.

EDUCATION

04/2000

University of Minnesota School of Nursing, Minneapolis, Minnesota
Bachelors Degree – Bachelor of Science in Nursing (BSN)

GPA – 3.8 Deans list every semester – Certification obtained.
11/99 – Registered Nurse.

ACTIVITIES & HONORS

Hospital Volunteer 1992 – 1994

AFFILIATIONS

National Council of State Boards of Nursing

Ineeda Job

237 Woodlawn Ave.
Minot, North Dakota 58703
701-555-5555
ineedajob@minot.com

OBJECTIVE

Pediatric nurse with specific experience in caring for premature babies. Developed excellent Child Care and planning skills through internships at the University of Minnesota Children's Hospital. Experienced in NICU standards.

EXPERIENCE

Registered Nurse - University of Minnesota Children's Hospital, Minneapolis, Minnesota
June 2000 - November 2003

- Worked as an RN in the pediatric section of a 60 Bed unit dedicated to looking after seriously ill babies.
- Designated a special rotation involving the NICU and played a key role in the care of young children.
- Played an active role in the execution of health plans for patients involving a range of medical issues including childbirth abnormalities, below average development and under achievement.

Student Nurse - University of Minnesota Medical Center (Fairview), Minneapolis, Minnesota
August 1999 – April 2000

- Worked under the direction of supervising RN in providing bedside care, documenting care treatments, admitting, discharging and transferring patients.

Admit Clerk - Bethesda Hospital, Saint Paul, Minnesota
August 1994 – July 1995

- Greeted patients and family, helped patients complete paperwork, explained admittance documents, obtained signatures.

EDUCATION

Bachelors Degree – Bachelor of Science in Nursing (BSN) April 2000, University of Minnesota School of Nursing, Minneapolis, Minnesota

- GPA – 3.8 Deans list every semester – Certification obtained
- 11/99 – Registered Nurse

ACTIVITIES & HONORS

- Hospital Volunteer 1992 – 1994

AFFILIATIONS

- National Council of State Boards of Nursing

The Functional Resume

- ☑ **The Functional Resume** emphasizes your skills, knowledge and abilities without putting them into any time frame. Group your experiences and abilities under one or more broad categories. Place these categories in order of importance to your objective. A brief work history is usually included without a description of work tasks. Just list company, dates, position, and title. A functional resume usually follows this basic pattern:

(Heading) Name Address Phone Number Email Address
Objective State your career goal.
Skill Categories Describe function-related terms and accomplishments.
Work History List dates, places, positions.
Education List degrees, relevant course work, and certifications.
Optional Information List your memberships, awards, military service, certificates, and activities.



When to USE:

Use to emphasize your skills.

Ineeda Job

237 Woodlawn Ave.
Minot, North Dakota 58703
701-555-5555
ineedajob@minot.com

OBJECTIVE

Pediatric nurse caring for premature or seriously ill babies in a hospital setting.

SKILLS & QUALIFICATIONS

Developed excellent Child Care and planning skills.

Worked as an RN in the pediatric section of a 60 Bed unit dedicated to looking after seriously ill or premature babies.

Experienced in NICU standards. Designated a special rotation involving the NICU and played a key role in the care of young children.

Played an active role in the execution of health plans for patients involving a range of medical issues including childbirth abnormalities, below average development, and under achievement.

Worked under the direction of supervising RN in providing bedside care, documenting care treatments, admitting, discharging and transferring patients.

WORK HISTORY

06/2000 – 11/2003	University of Minnesota Children’s Hospital, Minneapolis, Minnesota Registered Nurse
08/1999 – 04/2000	University of Minnesota Medical Center, Fairview, Minneapolis, MN Student Nurse
08/1994 – 07/1995	Bethesda Hospital, Saint Paul, Minnesota Admit Clerk

EDUCATION

2000, Bachelor of Science (BSN), University of Minnesota School of Nursing, Minneapolis, Minnesota, GPA – 3.8 (Deans list every semester), Registered Nursing Certification, Nov. 1999

ACTIVITIES & HONORS

Hospital Volunteer 1992 – 1994

AFFILIATIONS

National Council of State Boards of Nursing

Ineeda Job

237 Woodlawn Ave.
Minot, North Dakota 58703
701-555-5555
ineedajob@minot.com

OBJECTIVE

Pediatric nurse caring for premature or seriously ill babies in a hospital setting.

SKILLS & QUALIFICATIONS

- Developed excellent planning skills and working with children.
- Worked as an RN in the pediatric section of a 60 Bed unit dedicated to looking after seriously ill or premature babies.
- Experienced in NICU standards. Designated a special rotation involving the NICU and played a key role in the care of young children.
- Played an active role in the execution of health plans for patients involving a range of medical issues including childbirth abnormalities, below average development, and under achievement.
- Worked under the direction of supervising RN in providing bedside care, documenting care treatments, admitting, discharging and transferring patients.

EMPLOYMENT HISTORY

06/2000 – 11/2003	Registered Nurse	University of Minnesota Children’s Hospital, Minneapolis, Minnesota.
08/1999 – 04/2000	Student Nurse	University of Minnesota Medical Center, Fairview, Minneapolis, Minnesota.
08/1994 – 07/1995	Admit Clerk	Bethesda Hospital, Saint Paul, Minnesota.

EDUCATION

Bachelor of Science (BSN), Nursing - University of Minnesota School of Nursing, Minneapolis, Minnesota, 2000, (GPA – 3.8 Deans list every semester – Registered Nursing Certification, November 1999).

ACTIVITIES & HONORS

Hospital Volunteer 1992 – 1994

AFFILIATIONS

National Council of State Boards of Nursing

The Combination Resume

- ☑ **The Combination Resume** blends the strengths of chronological and functional. You may begin with the skill categories and follow with a fuller work history. Or you may list each position you have held chronologically with strong emphasis on the skills, knowledge and abilities attained in each position.

(Heading) Name Address Phone Number Email Address
Objective State your career goal.
Work Experience or Skill Categories Describe skills, knowledge and abilities or Skill Categories which is a blend of work history showing when skills were acquired or upgraded.
Work History List dates, places, positions.
Education List degrees, relevant course work, and certifications.
Optional Information List your memberships, awards, military service, certificates, and activities.

 When to USE:	Use to blend the strengths of chronological and functional.
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Ineeda Job

237 Woodlawn Ave.
Minot, North Dakota 58703
701-555-5555
ineedajob@minot.com

Pediatric Nurse

Extensive experience in caring for premature and seriously ill babies in a pediatric unit.

SUMMARY OF SKILLS & EXPERIENCE

Registered Nurse

Highly skilled Registered Nurse, with experience looking after seriously ill babies. Played an active role in the execution of health plans for babies with childbirth abnormalities, below average development, and under achievement. Familiar with NICU standards. Ordered laboratory and diagnostic tests and evaluated results. Monitored, recorded, and reported symptoms and changes in patients' condition. Monitored all aspects of patient care, including diet and physical activity. Maintained accurate, detailed reports and records.

Student Nurse

Worked under the direction of supervising RN with experience serving in ER, Urgent Care, Pediatrics, and a Stab-Room Trauma Unit. Involved in admitting, discharging and transferring patients and documenting care treatments.

Admit Clerk

Greeted patients and family. Completed paperwork, reviewed admittance documents, obtained signatures. Extensive computer experience with attention to detail.

EMPLOYMENT HISTORY

Registered Nurse ST. JUDE CHILDREN'S RESEARCH HOSPITAL	12/2003 – 12/2006
Registered Nurse UNIVERSITY OF MINNESOTA CHILDREN'S HOSPITAL	06/2000 – 11/2003
Student Nurse MINNESOTA MEDICAL CENTER, FAIRVIEW	08/1999 – 04/2000
Admit Clerk BETHESDA HOSPITAL	08/1994 – 07/1995

Continued

Ineeda Job

(Page 2)

EDUCATION

Bachelor of Science in Nursing (BSN) April 2000, (GPA – 3.8)
University of Minnesota School of Nursing, Minneapolis, Minnesota
Certified Registered Nurse, 1999

Harding Senior High School, 1995, GPA – 4.00

ACTIVITIES, HONORS, AND AFFILIATIONS

Member: American Nursing Association
Hospital Volunteer 1992-1994
National Council of State Boards of Nursing

Ineeda Job

237 Woodlawn Ave.
Minot, North Dakota 58703
701-555-5555
ineedajob@minot.com

Pediatric Nurse

Extensive experience in caring for premature and seriously ill babies in a pediatric unit.

SUMMARY OF SKILLS & EXPERIENCE

Registered Nurse

- Looked after seriously ill babies.
- Played an active role in the execution of health plans for babies with childbirth abnormalities, below average development, and under achievement.
- Worked with NICU standards.
- Ordered laboratory and diagnostic tests and evaluated results.
- Monitored, recorded, and reported symptoms and changes in patients' conditions.
- Monitored all aspects of patient care, including diet and physical activity.
- Maintained accurate, detailed reports and records.

Student Nurse

- Worked under the direction of supervising RN with experience serving in ER, Urgent Care, Pediatrics, and a Stab-Room Trauma Unit.
- Admitted, discharged and transferred patients
- Documented care treatments.

Admit Clerk

- Greeted patients and family.
- Completed paperwork, reviewed admittance documents, obtained signatures.
- Worked on a computer with attention to detail.

EMPLOYMENT HISTORY

Registered Nurse ST. JUDE CHILDREN'S RESEARCH HOSPITAL	12/2003 – 12/2006
Registered Nurse UNIVERSITY OF MINNESOTA CHILDREN'S HOSPITAL	06/2000 – 11/2003
Student Nurse MINNESOTA MEDICAL CENTER, FAIRVIEW	08/1999 – 04/2000
Admit Clerk BETHESDA HOSPITAL	08/1994 – 07/1995

Continued

Ineeda Job

(Page 2)

EDUCATION

Bachelor of Science in Nursing (BSN) April 2000, (GPA – 3.8)
University of Minnesota School of Nursing, Minneapolis, Minnesota
Certified Registered Nurse, 1999

Harding Senior High School, 1995, GPA – 4.00

ACTIVITIES, HONORS, AND AFFILIATIONS

Member: American Nursing Association
Hospital Volunteer 1992 – 1994
National Council of State Boards of Nursing

Ineeda Job

237 Woodlawn Ave.
Minot, North Dakota 58703
701-555-5555
ineedajob@minot.com

OBJECTIVE

A challenging career as a pediatric nurse caring for premature and seriously ill babies in a pediatric unit.

SUMMARY OF SKILLS & Qualifications

Registered Nurse

- Looked after seriously ill babies
- Played an active role in the execution of health plans for babies with childbirth abnormalities, below average development, and under achievement.
- Worked with NICU standards.
- Ordered laboratory and diagnostic tests and evaluated results.
- Monitored, recorded, and reported symptoms and changes in patients' conditions.
- Monitored all aspects of patient care, including diet and physical activity.
- Maintained accurate, detailed reports and records.

Student Nurse

- Worked under the direction of supervising RN with experience serving in ER, Urgent Care, Pediatrics, and a Stab-Room Trauma Unit.
- Admitted, discharged and transferred patients
- Documented care treatments.

Admit Clerk

- Greeted patients and family.
- Completed paperwork, reviewed admittance documents, obtained signatures.
- Worked on a computer with attention to detail.

EMPLOYMENT HISTORY

Registered Nurse ST. JUDE CHILDREN'S RESEARCH HOSPITAL	12/2003 – 12/2006
Registered Nurse UNIVERSITY OF MINNESOTA CHILDREN'S HOSPITAL	06/2000 – 11/2003
Student Nurse MINNESOTA MEDICAL CENTER, FAIRVIEW	08/1999 – 04/2000
Admit Clerk BETHESDA HOSPITAL	08/1994 – 07/1995

Continued

Ineeda Job

(Page 2)

EDUCATION

Bachelor of Science in Nursing (BSN) April 2000, (GPA – 3.8)
University of Minnesota School of Nursing, Minneapolis, Minnesota
Certified Registered Nurse, 1999

Harding Senior High School, 1995, GPA – 4.00

ACTIVITIES, HONORS, AND AFFILIATIONS

- Member: American Nursing Association
- Hospital Volunteer 1992-1994
- National Council of State Boards of Nursing

The Electronic Resume (Formatted Resume)

- ☑ **The Formatted Resume** is a resume created in a word processing program (MS Word, Corel WordPerfect or AppleWorks) that contains formatting enhancements, such as bold, italic, indented text, columns, fonts, graphic lines, and so on. Formatted resumes are sent as an attachment to an email. Content is the same as a traditional resume. The file extensions would be (.doc, .wpd, or .cwk).

The Electronic Resume (RTF Resume)

- ☑ **The RTF Resume** is a resume created in a word processing program (MS Word, Corel WordPerfect or AppleWorks) that contains formatting enhancements, such as bold, italic, indented text, columns, fonts, graphic lines, and so on. This document is then saved in Rich Text Format (.rtf).
- ☑ **Directions to create a RTF Resume for attaching to E-mail:**
 - Open up the resume you have created with Microsoft Word.
 - Save as a new document by clicking File, Save As. Re-name your new document, then choose Rich Text Format (.rtf) and click Save.
 - Click on the new .rtf document to open it up.
 - Attach the new document into an email and send to yourself to make sure it transfers properly. Make corrections as needed.

The Electronic Resume (PDF Resume)

- ☑ **The PDF Resume** is a resume created in a word processing program (MS Word, Corel WordPerfect or AppleWorks), but saved in PDF (Adobe Corporation's Portable Document Format) that can be posted on the Web, emailed, viewed, printed, searched, or saved using any type of computer. Readable only if the recipient has a PDF viewer (e.g., Acrobat Reader, which is free from Adobe.com).
- ☑ **Directions to create a PDF Resume for attaching to E-mail:**
 - Download software to convert to a PDF.
 - Open up the resume you have created and convert it to a PDF using conversion software. The file extension will be (.pdf).



When to USE:

Use to email your resume as an attachment.

Ineeda Job

237 Woodlawn Ave.
Minot, North Dakota 58703
701-555-5555
ineedajob@minot.com

OBJECTIVE

Pediatric nurse caring for premature or seriously ill babies in a hospital setting.

SKILLS & QUALIFICATIONS

- Developed excellent Child Care and planning skills.
- Worked as an RN in the pediatric section of a 60 Bed unit dedicated to looking after seriously ill or premature babies.
- Experienced in NICU standards. Designated a special rotation involving the NICU and played a key role in the care of young children.
- Played an active role in the execution of health plans for patients involving a range of medical issues including childbirth abnormalities, below average development and under achievement.
- Worked under the direction of supervising RN in providing bedside care, documenting care treatments, admitting, discharging and transferring patients.

EMPLOYMENT HISTORY

Registered Nurse: University of Minnesota Children's Hospital
Minneapolis, Minnesota. June 2000 to November 2003

Student Nurse: University of Minnesota Medical Center, Fairview
Minneapolis, Minnesota. August 1999 to April 2000

Admit Clerk: Bethesda Hospital
Saint Paul, Minnesota. August 1994 to July 1995

EDUCATION

Bachelor of Science (BSN), Nursing
University of Minnesota School of Nursing, Minneapolis, Minnesota, 2000.
(GPA – 3.8 Deans list every semester – Registered Nursing Certification, November 1999).

ACTIVITIES & HONORS

Hospital Volunteer 1992 to 1994

AFFILIATIONS

National Council of State Boards of Nursing

The Electronic Resume (ASCII Text Resume)

- ☑ **The ASCII Text Resume** is a resume stripped of all formatting enhancements that can be copied and pasted into an email message or Web site eforms. Its generic format makes it compatible with all computer systems and since it is not an attachment, it cannot contain a computer virus. Content is typically the same as a traditional resume or abbreviated slightly.

E-Forms are online applications where you must either enter text, or copy and paste specific sections of your resume into a form. Some examples are the resume posting areas at www.careerbuilder.com, www.hotjobs.com, www.ajb.org, or <http://www.jsnd.org/>. E-Form Resumes go into an electronic resume bank that can be searched using key words.

- ☑ **Directions to create a ASCII Text Resume for E-mail (with line breaks):**

- Open up the resume you have created with Microsoft Word.
- Change the margins for the entire document so it will be 1 inch on the left and 2.5 inches on the right. This will help the reader view the document attached to email without scrolling right to left.
- Move all text to the left margin including your bullets.
- Change the font to Courier 10 pt for the entire document. This is the font used in most email.
- Save as a new document by clicking File, Save As. Re-name your new document, then choose Plain Text (.txt) from the “Save as type” drop down menu at the bottom, and click Save. A popup screen will open. Click Other Encoding and choose US-ASCII on the right. If a message appears that says “text marked in red will not save correctly in the chosen encoding”, check the box Allow character substitutions.
- Check the box Insert line breaks and click OK. This should save your new document.
- Find where you saved your new .txt document and open it up. You can clean it up and re-save it with the changes. This will probably open in Notepad so you may need to Save As and rename your document to save the changes.
- Copy and paste the new document into an email and send to yourself to make sure it transfers properly. Make corrections as needed.

- ☑ **Directions to create a ASCII Text Resume for e-forms (without line breaks):**

- Follow the directions above except DO NOT CHECK the box on the popup screen to save with line breaks. You want to save this document without the line breaks.
- After you have saved this document, you can copy and paste to an e-form.



When to USE:

Use to reformat your document, then copy and paste into an email or an e-form.

SAMPLE: ASCII TEXT RESUME FOR E-MAIL (WITH LINE BREAKS)

Ineeda Job
237 Woodlawn Ave.
Minot, North Dakota 58703
701-555-5555
ineedajob@minot.com

OBJECTIVE

Pediatric nurse caring for premature or seriously ill babies in a hospital setting.

SKILLS & QUALIFICATIONS

- *Developed excellent Child Care and planning skills.
- *Worked as an RN in the pediatric section of a 60 Bed unit dedicated to looking after seriously ill or premature babies.
- *Experienced in NICU standards. Designated a special rotation involving the NICU and played a key role in the care of young children.
- *Played an active role in the execution of health plans for patients involving a range of medical issues including childbirth abnormalities, below average development and under achievement.
- *Worked under the direction of supervising RN in providing bedside care, documenting care treatments, admitting, discharging and transferring patients.

EMPLOYMENT HISTORY

Registered Nurse
University of Minnesota Children's Hospital, Minneapolis,
Minnesota.
06/2000 to 11/2003

Student Nurse
University of Minnesota Medical Center, Fairview,
Minneapolis, Minnesota.
08/1999 to 04/2000

Admit Clerk
Bethesda Hospital, Saint Paul, Minnesota.
08/1994 to 07/1995

EDUCATION

Bachelor of Science (BSN), Nursing, University of Minnesota
School of Nursing, Minneapolis, Minnesota, 2000, (GPA was
3.8 Deans list every semester Registered Nursing
Certification, November 1999).

ACTIVITIES & HONORS

Hospital Volunteer 1992 to 1994

AFFILIATIONS

National Council of State Boards of Nursing

Ineeda Job
237 Woodlawn Ave.
Minot, North Dakota 58703
701-555-5555
ineedajob@minot.com

OBJECTIVE

Pediatric nurse caring for premature or seriously ill babies in a hospital

EDUCATION

Bachelor of Science (BSN), Nursing - University of Minnesota School of Nursing, Minneapolis, Minnesota, 2000, (GPA - 3.8 Deans list every semester - Registered Nursing Certification, November 1999).

Knowledge gained through 3 years pediatric nursing experience: NICU Standard

SKILLS & QUALIFICATIONS

- * Developed excellent Child Care and planning skills.
- * Worked as an RN in the pediatric section of a 60 Bed unit dedicated to loo
- * Experienced in NICU standards. Designated a special rotation involving the
- * Played an active role in the execution of health plans for patients involi
- * Worked under the direction of supervising RN in providing bedside care, do

EMPLOYMENT HISTORY

Registered Nurse: University of Minnesota Children's Hospital
Minneapolis, Minnesota. June 2000 to November 2003

Student Nurse: University of Minnesota Medical Center, Fairview
Minneapolis, Minnesota. August 1999 to April 2000

Admit Clerk: Bethesda Hospital
Saint Paul, Minnesota. August 1994 to July 1995

ACTIVITIES & HONORS

Hospital Volunteer 1992 to 1994

AFFILIATIONS

National Council of State Boards of Nursing

NOTE: When you save plain text without line breaks, notice how the sentences run off the page to the right as shown above. The entire paragraph will continue on one line until finished. By using this method you will not lose any of your text when you copy and paste.

The Electronic Resume (Posted Resume)

- ☑ **The Posted Resume** is a resume submitted to a Web site, then saved in a searchable database. The Web site may be a career site (e.g., Job Service North Dakota, America's Job Bank, or Monster.com). Career sites typically provide job seekers with password-protected access to the posted resume in order to make changes, facilitate pasting into email in response to job postings, or delete when the time comes. A posted resume typically appears in text-only format.

- ☑ **Job Service North Dakota:** To submit and post your resume to Job Service North Dakota, please follow the instructions below:
 1. Open your browser and type the following in the address bar: <http://www.jsnd.org>.
 2. Click "Job Seekers, Find a Job".
 3. Click "Login or register to".
 4. Click "Start Here for New User".
 5. Click "Resume Builder" after you have registered to create your login and you have logged in.
 6. Click "Create a New Resume".
 7. Choose your accessibility option.
 8. Name your resume. You should give it the same name as the job you're seeking.
 9. Select your resume type and click "Next":
 - The "cut and paste format" will only take 5 minutes to complete as long as you have created your resume in ASCII. Find your occupation and click "Continue". Copy your ASCII for e-forms without line breaks and paste it into the box at the top of the screen. You will find a link to save your resume. That is it, you're done.
 - The "virtual one stop format" will take at least an hour to complete. The downside is that it takes longer and sometimes there is not enough space to type in what you need to say, but this will look more professional when completed.



When to USE:

The posted resume is used to post your resume online with an employment service.

Discover ND Your Gateway to North Dakota

This is a preview of the individual's resume.

Home

Quick Menu
 Post a Job
 Candidate Search

Services for Employers
 Recruitment Services
 Education Services
 Labor Market Services
 Human Resource Info
 EEO Information
 Labor Relations
 Government Resources
 Wellness and Ergonomics
 Employer Incentives

Other Services
 My Company Profile
 Message Center
 Assistance Center

About This Site

Ineeda Job
 237 Woodlawn Ave.
 Minot, North Dakota 58703
 701-555-5555
 ineedajob@minot.com

OBJECTIVE

Pediatric nurse caring for premature or seriously ill babies in a hospital setting.

EDUCATION

Bachelor of Science (BSN), Nursing - University of Minnesota School of Nursing, Minneapolis, Minnesota, 2000, (GPA : 3.8 Deans list every semester ; Registered Nursing Certification, November 1999).

Knowledge gained through 3 years pediatric nursing experience: NICU Standards; childcare; care of seriously ill or premature babies; planning; health plans; childbirth abnormalities including below average development and under achievement; bedside care; documenting care treatments; admitting; discharging and transferring patients.

SAMPLE JOB SERVICE "VIRTUAL ONE STOP" POSTED RESUME

Discover ND Your Gateway to North Dakota

This is a preview of the individual's resume.

Home

Quick Menu
 Post a Job
 Candidate Search

Services for Employers
 Recruitment Services
 Education Services
 Labor Market Services
 Human Resource Info
 EEO Information
 Labor Relations
 Government Resources
 Wellness and Ergonomics
 Employer Incentives

Other Services
 My Company Profile
 Message Center
 Assistance Center

About This Site

Ineeda Job
 237 Woodlawn Ave.
 Minot, ND 58703 US
 Phone: 701-555-5555

Objective

Pediatric nurse caring for premature or seriously ill babies in a hospital setting.

Employment History

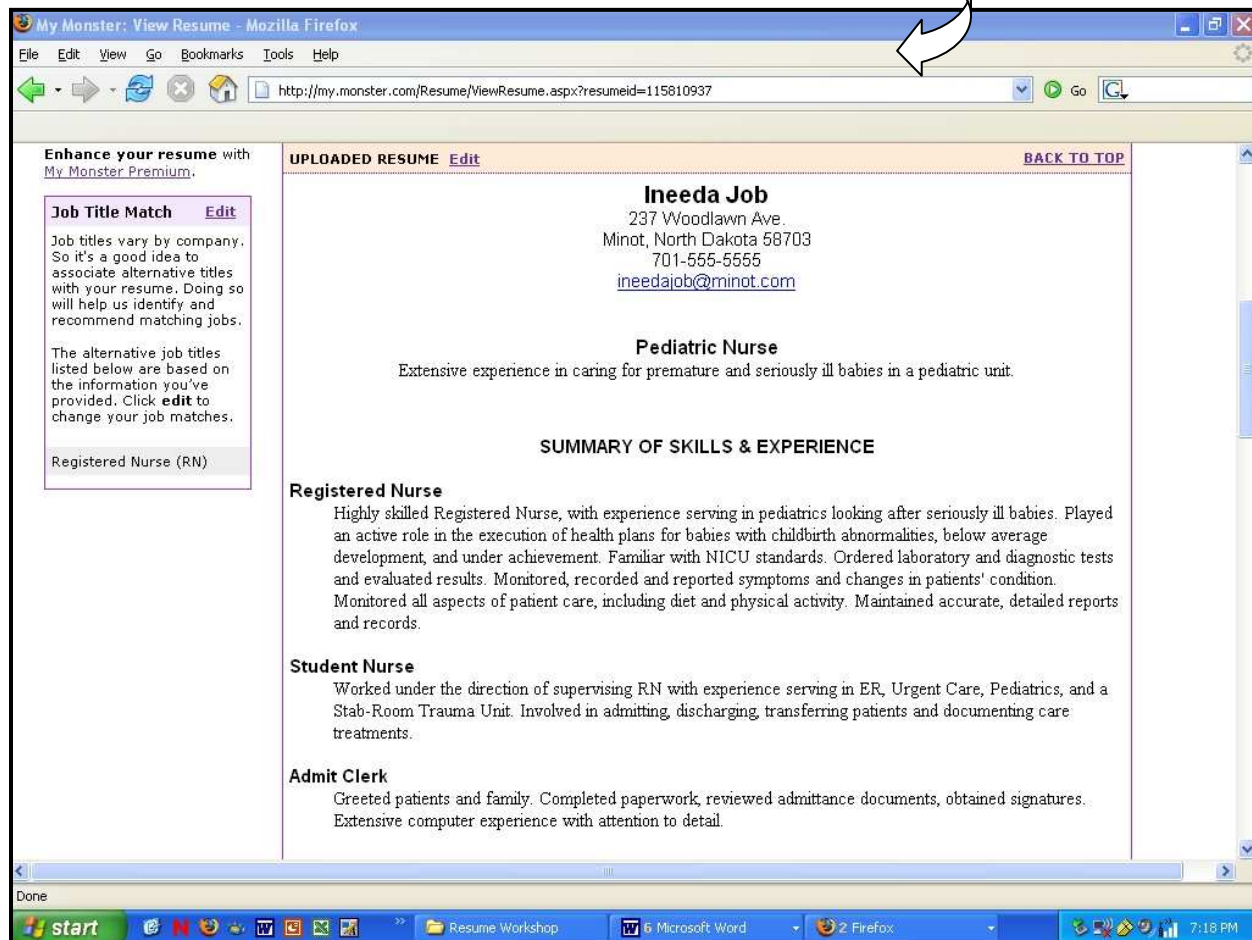
Registered Nurse(Registered Nurses)
 06/2000 - 11/2003 *University Children's Hospital* Minneapolis, MN
 Worked as an RN in the pediatric section of a 60 Bed unit dedicated to looking after seriously ill or premature babies.

Student Nurse(Registered Nurses)
 08/1999 - 04/2000 *UM Medical Center* Minneapolis, MN
 Worked under the direction of supervising RN in providing bedside

☑ **Monster.com:** To submit and post your resume to Monster.com, please follow the instructions below:

1. Open your browser and type the following in the address bar:
<http://www.monster.com/>.
2. Click “Post Resume”.
3. Register when prompted to do so. After the registration is complete, you will have a choice of Build Your Resume Online, Upload a Word Document, or Copy & Paste from an ASCII.
4. Choose “Upload a Word Document”, if you have created a resume and saved in Microsoft Word. You will have a few questions to answer first, then upload and save your resume. This process takes about 30 minutes to complete.

SAMPLE MONSTER.COM POSTED RESUME



The screenshot shows a web browser window titled "My Monster: View Resume - Mozilla Firefox". The address bar displays the URL: <http://my.monster.com/Resume/ViewResume.aspx?resumeid=115810937>. The page content is divided into two main sections. On the left, there is a sidebar with the heading "Enhance your resume with My Monster Premium." and a "Job Title Match" section. The main content area is titled "UPLOADED RESUME" and contains the following information:

Ineeda Job
237 Woodlawn Ave.
Minot, North Dakota 58703
701-555-5555
ineedajob@minot.com

Pediatric Nurse
Extensive experience in caring for premature and seriously ill babies in a pediatric unit.

SUMMARY OF SKILLS & EXPERIENCE

Registered Nurse
Highly skilled Registered Nurse, with experience serving in pediatrics looking after seriously ill babies. Played an active role in the execution of health plans for babies with childbirth abnormalities, below average development, and under achievement. Familiar with NICU standards. Ordered laboratory and diagnostic tests and evaluated results. Monitored, recorded and reported symptoms and changes in patients' condition. Monitored all aspects of patient care, including diet and physical activity. Maintained accurate, detailed reports and records.

Student Nurse
Worked under the direction of supervising RN with experience serving in ER, Urgent Care, Pediatrics, and a Stab-Room Trauma Unit. Involved in admitting, discharging, transferring patients and documenting care treatments.

Admit Clerk
Greeted patients and family. Completed paperwork, reviewed admittance documents, obtained signatures. Extensive computer experience with attention to detail.

The browser's taskbar at the bottom shows the Windows Start button, several application icons, and the system tray with the time 7:18 PM.

The Scannable Resume

- ☑ **The Scannable Resume** is simply the "scanner friendly" version of your paper resume, and it is designed to be read by a computer rather than a person. It can be emailed or provided on hard copy to employers whose companies look for key words and phrases that have been preprogrammed by the human resources department. The Scannable Resume is usually "tailor made" for a specific job. *Hint: make sure you get a copy of the job opening or speak with a hiring official before preparing your resume. This will enable you to use the words that will match your resume to the employer's desired qualifications.*

- ☑ **Submit a Scannable** Resume only if a potential employer tells you to. Use these formatting methods:
 - Don't use italics, underlining, shading, or other unusual enhancements.
 - Don't bold or use ALL CAPS. It's unnecessary; the scanner does not differentiate between this and other font styles.
 - Use one font style throughout the document.
 - Use a sans serif font, like Arial or Tahoma. These are fonts that do not have the small markings on the edge of each letter (serifs). Don't use serif fonts, like Times New Roman or Book Antiqua.
 - Use 10, 11, or 12 font size. Be aware that font sizes are not created equal. A 10-point Arial is not the same as a 10-point Century Gothic.
 - Don't use vertical or horizontal lines, graphics, or boxes.
 - Don't use bullets. You may use asterisks (*) or hyphens (-).
 - Don't use parentheses or brackets.
 - Use even spacing throughout the document. No tabs.
 - Don't condense spacing between letters.
 - Use left justification only. No centering or right margin justification.
 - Avoid two-column format or resumes that look like newspapers or newsletters.
 - Type your name on each page if you go beyond one page. Going beyond one page is acceptable.
 - Type your address below your name on the first page.
 - List each phone number on a separate line if you are including two phone numbers.
 - Print your resume with a laser printer. Provide the employer with an original or high quality photocopy on white paper. No texture or watermark on the paper. Avoid paper with heavy texture that could interfere with the clarity of the print.
 - Don't print on two sides of one page.
 - Put resume and cover letter in a 9 x 12 Envelope and paper clip them together when mailing your information. Don't fold or staple. Insert blank sheets (or cardstock or cardboard) surrounding your documents to reduce wrinkling.



When to USE: Use when requested by a potential employer.

The Scannable Resume (continued)

☑ **Scannable resume content:**

- Research your industry and/or the requirements of the jobs you are seeking to make sure you've included appropriate information since scanned resumes are typically retrieved using keyword searches. Each time you apply for a job, review the position description. Make sure key terms that are included in the position description are also included in your resume where appropriate. You may revise your resume slightly for different positions or keep several versions of your resume if you are applying for different types of jobs.
- Don't include a section entitled "keywords." A search will locate words in any part of your resume.
- Some keyword examples are:
Accounting, chemical engineer, manager, BS or BA (to identify individuals with a bachelor's degree), MS, MA, PhD, process modeling, trainer, Spanish, C++, co-op, PowerPoint, etc.
- Be specific. For example, list the names of software you use such as Microsoft Word or Excel, instead of listing software packages.
- Use terms and acronyms specific to the industry.
- Spell out the full name when you list acronyms; i.e., IEEE, Institute of Electrical and Electronic Engineers. Either way the employer chooses to search for this information, your text will be found.
- Be concise, but use more than one page if necessary to include all relevant information. Going beyond one page is okay for resumes used strictly for scanning.
- Don't misspell words. If you misspell a critical word, it will not be found in a keyword search.
- Proofread. As with any resume, typos are unacceptable.

Source: Career Services at Virginia Tech: <http://www.career.vt.edu/JOBSEARC/Resumes/scannable.htm>



When to USE: Use when requested by a potential employer.

Ineeda Job
237 Woodlawn Ave.
Minot, North Dakota 58703
701-555-5555
ineedajob@minot.com

Objective

Pediatric nurse caring for premature or seriously ill babies in a hospital setting

Education

Bachelor of Science (BSN), Nursing, May 2000
University of Minnesota School of Nursing, Minneapolis, Minnesota
Overall GPA – 3.8 Deans list every semester
Registered Nursing Certification, November 1999

Knowledge gained through pediatric nursing:

- *NICU Standards
- *Childcare
- *Caring for Seriously ill or premature babies
- *Planning
- *Health plans
- *Childbirth abnormalities
- *Below average development and under achievement
- *Bedside Care
- *Documenting care treatments
- *Admitting
- *Discharging and transferring patients

Computer Skills:

- *Keyboarding
- *Microsoft Excel
- *Microsoft Word
- *Microsoft Works
- *AppleWorks
- *Windows and Mac Environments

Employment

Registered Nurse

Saint Jude Children's Research Hospital, Memphis, Tennessee
December 2003 – December 2006

Served in pediatrics looking after seriously ill babies. Familiar with NICU standards. Ordered laboratory and diagnostic tests and evaluated results. Monitored, recorded and reported symptoms and changes in patients' condition. Maintained accurate, detailed reports and records.

Registered Nurse

University of Minnesota Children's Hospital, Minneapolis, Minnesota
June 2000 – November 2003

Played an active role in the execution of health plans for babies with childbirth abnormalities, below average development, and under achievement. Familiar with NICU standards. Monitored all aspects of patient care, including symptoms and changes in patients' condition, diet and physical activity, ordered laboratory and diagnostic tests and evaluated results, and maintained accurate, detailed reports and records.

Continued

Ineeda Job
Page 2

Student Nurse

Minnesota Medical Center, Fairview, Minneapolis, Minnesota

August 1999 – April 2000

Worked under the direction of supervising RN with experience serving in ER, Urgent Care, Pediatrics, and a Stab-Room Trauma Unit. Involved in admitting, discharging, transferring patients and documenting care treatments.

Admit Clerk

Bethesda Hospital, St. Paul, Minnesota

August 1994 – July 1995

Greeted patients and family. Completed paperwork, reviewed admittance documents, obtained signatures. Extensive computer experience with attention to detail.

Activities and Honors

Hospital Volunteer 1992 – 1994

Affiliations

National Council of State Boards of Nursing

The Electronic Resume (Web Resume)

- ☑ **The Web Resume** is a resume that is a permanent web page with its own URL (web address). In its most basic form, all content is contained within a single Web page. In its enhanced form, hyperlinks provide viewers with immediate (online) access to supporting documents.

SAMPLE WEB RESUME



My Resume
Education
References
Contact Me

CarerFolio

Ineeda Job
237 Woodlawn Ave.
Minot, North Dakota 58703
701-555-5555
ineedajob@minot.com

SKILLS & QUALIFICATIONS

- Developed excellent Child Care and planning skills.
- Worked as an RN in the pediatric section of a 60 Bed unit dedicated to looking after seriously ill or premature babies.
- Experienced in NICU standards. Designated a special rotation involving the NICU and played a key role in the care of young children.
- Played an active role in the execution of health plans for patients involving a range of medical issues including childbirth abnormalities, below average development and under achievement.
- Worked under the direction of supervising RN in providing bedside care, documenting care treatments, admitting, discharging and transferring patients.

EMPLOYMENT HISTORY

Registered Nurse: University of Minnesota Children's Hospital
Minneapolis, Minnesota. June 2000 to November 2003

Student Nurse: University of Minnesota Medical Center, Fairview
Minneapolis, Minnesota. August 1999 to April 2000

Admit Clerk: Bethesda Hospital
Saint Paul, Minnesota. August 1990 to July 1995



When to USE:

Use to permanently post your Resume as a Web Page.

The Electronic Resume (Web Portfolio)

- ☑ **The Web Portfolio** is an online portfolio that resides permanently on the World Wide Web with its own URL (web address). A Web Portfolio provides hiring managers with a three-dimensional picture of a candidate's qualifications. Web site layout and navigation of an online portfolio is comparable to that of a small commercial Web site.

SAMPLE WEB PORTFOLIO

eFolio

Ineeda Job

EXPERIENCE

Knowledge gained through 6 years pediatric nursing experience: NICU Standards; childcare; care of seriously ill or premature babies; planning; health plans; childbirth abnormalities including below average development and under achievement; bedside care; documenting care treatments; admitting; discharging and transferring patients.

EMPLOYMENT HISTORY

Registered Nurse	12/2003 – 12/2006
ST. JUDE CHILDREN'S RESEARCH HOSPITAL	
Registered Nurse	06/2000 – 11/2003
UNIVERSITY OF MINNESOTA CHILDREN'S HOSPITAL	
Student Nurse	08/1999 – 04/2000
MINNESOTA MEDICAL CENTER, FAIRVIEW	



When to USE:

Use to permanently post your resume and portfolio as a Web Page.

The Electronic Resume (Virtual Resume)

- ☑ **The Virtual Resume** is the same as a web portfolio, but it is created as an offline Web page that resides on a CD or DVD disk. This Portfolio provides hiring managers with a three-dimensional picture of a candidate's qualifications. Layout and navigation of an offline portfolio is comparable to that of a small commercial Web site. Applicants should send their traditional resume to potential employers and include the Virtual Resume CD disk as a leave behind offering documentation of the candidate's qualifications.

SAMPLE VIRTUAL RESUME



Photo courtesy of [Dundee Photgraphics](#)

Visit the following web page to view this sample online:

<http://pages.minot.k12.nd.us/votech/File/resources/VirtualResume/Click-Here.htm>

To download a template to create a virtual resume visit:

<http://pages.minot.k12.nd.us/votech/File/resources/YourName.zip>

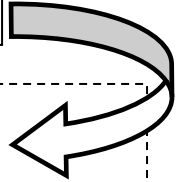


When to USE:

Use as a leave behind offering documentation of the candidate's qualifications.

The Pocket Resume

Front & Back



PERSONAL REFERENCE

(Get permission before using names)

Name: _____
Street: _____
City: _____ State: _____ Zip: _____
Phone # _____
E-mail: _____

PERSONAL REFERENCE

(Get permission before using names)

Name: _____
Street: _____
City: _____ State: _____ Zip: _____
Phone # _____
E-mail: _____

MILITARY INFORMATION

Branch: _____
Date: _____ Rank: _____

POCKET RESUME FOR:

Name: _____

EDUCATION

(Begin with latest school first)

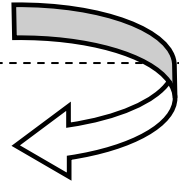
School: _____
Street: _____
City: _____ State: _____ Zip: _____
Phone # _____ Degree/Certificate: _____
Years Attended: _____

EDUCATION

(Begin with latest school first)

School: _____
Street: _____
City: _____ State: _____ Zip: _____
Phone # _____ Degree/Certificate: _____
Years Attended: _____

Inside



WORK HISTORY

(Begin with latest job first)

Company: _____
Street: _____
City: _____ State: _____ Zip: _____
Job Title: _____
Duties: _____
Employment Dates: _____
Pay: _____ Phone # _____

WORK HISTORY

(Begin with latest job first)

Company: _____
Street: _____
City: _____ State: _____ Zip: _____
Job Title: _____
Duties: _____
Employment Dates: _____
Pay: _____ Phone # _____

WORK HISTORY

(Begin with latest job first)

Company: _____
Street: _____
City: _____ State: _____ Zip: _____
Job Title: _____
Duties: _____
Employment Dates: _____
Pay: _____ Phone # _____

WORK HISTORY

(Begin with latest job first)

Company: _____
Street: _____
City: _____
Job Title: _____
Duties: _____
Employment Dates: _____
Pay: _____



Your pocket resume is your cheat sheet that contains dates, names, addresses, phone numbers and other information that is useful when you fill out an employment application.

The Employment Application

How to Complete an Employment Application Form:

FACT: Research shows that 75% of the applications most companies receive are messy, incomplete, completed incorrectly, or all of these. Those who fall into this category significantly lower their chances of getting a job.

- Read carefully, follow directions, and write neatly. Each application you complete is the first sample of your work that employers will see.
- Use black ink (unless otherwise indicated).
- Do a rough copy first and correct all the errors before completing the actual copy.
- Answer all questions and write in every space provided: If a question does not apply to you, write the abbreviation “N/A” (not applicable).
- Be as specific as possible in identifying the “position desired.”
- Write in “scale” where you are asked for “salary desired;” this means that you expect to be paid what other workers in similar positions earn. You can discuss the specifics of the compensation package later.
- **DO NOT WRITE** your social security number on your application. This is something you will give a potential employer upon being hired.
- Be positive; do not volunteer negative experiences.
- Be honest.

Required Information on the Employment Application?

Gather the information and materials needed to complete your employment application. Much of the information you need is on your resume. Make sure you have the following when completing an employment application:

1. Writing utensils, paper clip
2. Current and previous addresses
3. Educational information—grade school to present, names and addresses, diplomas earned, dates you attended institutions, subjects in which you excelled
4. Work experience—past jobs and responsibilities; names, addresses, and phone numbers of past employers; dates of employment; job responsibilities; wages earned; names of supervisors; reasons for leaving each job; military experience and volunteer work
5. Business and machine operation skills
6. Special certificates, licenses, professional organizations and other business-related documents, honors, and achievements that could give you an advantage
7. A list of references—include names, job titles, company names, addresses, and telephone numbers
8. Copies of your resume—attach your resume to any completed employment application with a paper clip

Avoid These Common Mistakes on an Employment Application

1. Misspelled words
 2. “Crossed-out” writing
 3. Folded or wrinkled form
 4. Incomplete or unanswered items
 5. Failure to print
 6. Incomplete work history
 7. Submitted after deadline
 8. No signature
-

What do Employers Look for in an Employment Application?

Most employers require applicants to complete an employment application. The employment application gives the employer facts about you that can be kept on file. The information you provide and how well you present the information indicates to an employer the following:

1. Your ability to follow instructions
2. Your character
3. Your achievements
4. Your ability to hold a job
5. Your thoroughness

After completing an employment application, you may or may not get an interview. The outcome could depend on how well you completed the form. Remember to always include a copy of your resume with your employment application.

Employment Application

Name: _____ Street Address _____
First Middle Last

Apt. No _____ City _____ State _____ Zip _____ Phone _____
 or Box _____

Are you 18 _____ Ever worked for this company before?
 or older? _____ If not, age? _____ If yes, Dates & Location _____

AVAILABILITY

Total Hours _____ Hours Available: _____
 Available Per Week _____

	M	T	W	T	F	S	S
FROM							
TO							

Are you legally able to _____ How did you _____ How far do _____ Do you have
 be employed in the us Yes No hear of job? _____ you live from _____ transportation
 to work? _____

SCHOOL MOST RECENTLY ATTENDED

Name _____ Location _____ Phone _____

Teacher or _____ Last grade _____ Graduated? Yes No
 Counselor _____ completed _____ Now enrolled? Yes No

Sports or Activities _____

EMPLOYMENT HISTORY (If not applicable, list U.S. Military, work performed on a voluntary basis or personal references)

Company _____ Address _____

Phone _____ Job _____

Supervisor _____ Dates worked: From _____ to _____

Salary _____ Reason for Leaving _____

EMPLOYMENT HISTORY (If not applicable, list U.S. Military, work performed on a voluntary basis or personal references)

Company _____ Address _____

Phone _____ Job _____

Supervisor _____ Dates worked: From _____ to _____

Salary _____ Reason for Leaving _____

EMPLOYMENT HISTORY (If not applicable, list U.S. Military, work performed on a voluntary basis or personal references)

Company _____ Address _____

Phone _____ Job _____

Supervisor _____ Dates worked: From _____ to _____

Salary _____ Reason for Leaving _____

Are you capable of performing the duties of the job for which you have applied, with/without a reasonable accommodation? Yes No

HAVE YOU EVER BEEN CONVICTED OF VIOLATING ANY LAW (EXCEPT MINOR TRAFFIC VIOLATIONS)? Yes No

If yes, please attach a summary of details. Disclosure of a criminal record does not automatically disqualify you from employment consideration. Your case will be judged on its own merits.

Person to contact in case of emergency:

Name _____ Address _____

Phone: (Home) _____ (Work) _____

1. I certify that the information contained in this application is correct to the best of my knowledge and understand that any omission or erroneous information is grounds for dismissal. 2. I authorize the references listed above to give you any and all information concerning my previous employment and pertinent information that may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. 3. I acknowledge that, if I become employed, I will be free to terminate my employment at any time for any reason and my employer retains the same rights. This application does not establish an employment contract.

Signature: _____ Date: _____

APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

PERSONAL INFORMATION

DATE _____

NAME

LAST	FIRST	MIDDLE	SS#
------	-------	--------	-----

PRESENT ADDRESS

STREET	CITY	STATE	ZIP
--------	------	-------	-----

PERMANENT ADDRESS

STREET	CITY	STATE	ZIP
--------	------	-------	-----

PHONE NUMBER _____ ARE YOU 18 YEARS OR OLDER YES NO

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF A VISA OR IMMIGRATION STATUS? YES NO

EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
----------	--------------------	----------------

ARE YOU EMPLOYED NOW? IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?

HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE	WHERE?	WHEN
--	--------	------

REFERRED BY _____

EDUCATION

HIGH SCHOOL	NAME	LOCATION	YEARS	YES	NO
				GRADUATE	

COLLEGE	NAME	LOCATION	YEARS	YES	NO
				GRADUATE	

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

SPECIAL SKILLS

ACTIVITIES (CIVIC, ATHLETIC, ETC.)

U.S. MILITARY OR NAVAL SERVICE	RANK	PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES
--------------------------------	------	--

*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretative guidance promulgated by the EEOC on July 25, 1991.

FORMER EMPLOYERS: LIST LAST THREE EMPLOYERS STARTING WITH THE MOST RECENT

DATE MONTH/YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				

WHICH OF THESE DID YOU LIKE BEST

WHAT DID YOU MOST LIKE ABOUT THE JOB

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

	NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1				
2				
3				

IN CASE EMERGENCY NOTIFY

NAME	ADDRESS	PHONE NUMBER

I CERTIFY THAT ALL INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMMISIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE AT ANY TIME AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE.

DATE	SIGNATURE

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY	DATE

REMARKS

APPROVED YES	NO	POSITION	DEPARTMENT

SALARY	DATE TO REPORT TO WORK

APPROVED

EMPLOYMENT MANAGER	DEPARTMENT HEAD	GENERAL MANAGER

The Interview

The Information Interview

Usually an information interview is conducted with someone who is currently working in a job in which you have interest, not necessarily someone who does the hiring. Though the purpose of the information interview is to learn more about an industry, a particular company or organization, or about the skills needed to be successful, there is nothing to prevent you from returning for a job interview at a later date.

Here are some questions you might ask in an information interview:

1. What is your specific job title?
2. How long have you worked in this particular position?
3. What type of education and training was required to obtain this position?
4. Are there on-the-job training opportunities?
5. What professional associations or trade journals might be helpful for me?
6. What other jobs has been a part of your career ladder?
7. With my present skill level, for what position could I qualify?
8. What do you think was the deciding factor in you being hired in this job?
9. Which of your skills do you think are the most important to your success?
10. Describe a typical work day.
11. What do you like most about your work day? What is the least enjoyable?
12. What kinds of compensation packages are usual for people working in this field?
13. How is the hiring done?
14. What advice would you give to someone interested in this field?
15. Could you refer me to other (people, organizations, resources) that would help me learn more?

Be sure to thank your contact for his/her time, and request to keep in touch as you progress toward your career goals. You might also ask for your contact to let you know about any job openings, training opportunities, etc. for which you qualify.

Job Interview, Points to Remember

1. An interview is simply an opportunity for two people to meet and determine whether an employer-employee relationship will prove beneficial to both parties.
 2. Interviewing is a two-way street. You are not begging for a job, are you equal.
 3. The employer is on your side. He or she has a need and has every reason to hope you are the right person to meet it. Keep the employer on your side through attentive listening, and by detecting the employer's real needs.
 4. Dress properly. The rule of thumb is to dress a little better than the average employee that works for the company you are interviewing with.
 5. Be on time, listen intently, demonstrate your potential and enthusiasm, and provide brief, well thought-out responses to the questions.
 6. Concentrate on giving examples of your accomplishments. Accomplishments demonstrate your potential.
 7. Be yourself, but also be your best. Leave any personal concerns at home. Showing confidence in your self will create a favorable impression.
 8. The employer will expect for you to be a little nervous. Don't worry about it. Relax and enjoy your interviews.
-

Your Interview Checklist

- Know the time and place and arrive early
- Dress appropriately – dress a little better than the average employee
- Bring a copy of your resume to hand to the interviewer and bring a pen and pad
- Wait before you sit
- Remember the interviewer's name
- Shake hands firmly
- Go with an agenda
- Keep the interview interesting
- Leave the interview on a positive note
- Send a thank you note
- Follow-up with a phone call

Typical Interview Questions

1. Tell me about yourself.

Most people hate this question. It is the most frequently asked question in interviewing. It usually serves as a bridge to go from small talk to the real interview. Briefly describing your education or work history are appropriate responses to this question. Expand briefly on some of your results. This will likely cause the interviewer to select an accomplishment and ask you to tell more about it. This is exactly what you want; you score points every time you discuss results.

2. What is your greatest strength?

The question asks for your number one strength, skill, or asset and requires you to analyze yourself. Going into the interview you should have several strengths in mind. Begin with a brief statement and provide a clear example.

3. What are your three most important career accomplishments?

Choose accomplishments that are related to the job you are interviewing for and ones to which the interviewer can relate. Avoid unnecessary detail.

4. Why should I hire you?

This question is often asked at the end of an interview and allows you to summarize your strengths. Since this is a summary, you can discuss points that you have already covered and mention new points as well. Sell yourself. This may be one of your best opportunities. Try to focus on everything you learned about the job, your future boss, and the needs of the company.

5. How would your supervisor describe you?

This is an opportunity to mention positive qualities that you know or assume would be said about you. Discuss the qualities that you received high ratings on during reviews. Also give quick examples that demonstrate why your boss would see such qualities in you.

6. What is the most difficult situation you have ever faced?

Select an example that will demonstrate your positive qualities and one in which you ultimately came out on top. Tell it concisely to reveal as many qualities as possible. This is an opportunity to sell qualities such as maturity, perseverance, emotional stability, effectiveness under stress, and sound judgment.

7. What would you like to improve about yourself?

This is one of the most asked questions. When asked this question, it is best to state a weakness that you are improving. You do not need to demonstrate that you have

totally dealt with it, but you should indicate that you have made major progress with it. The goal is to provide a short answer which satisfies the interviewer.

8. What are your career goals?

This question tests whether you have established career goals, and whether your goals match what the organization has to offer. Mention goals that you feel the organization can help you attain. Express them in terms of experience you hope to receive and the expertise you hope to develop. You want to leave the impression that you are a growth-oriented person with realistic expectations regarding promotion opportunities.

9. What have you learned from your past mistakes? What were some of them?

Everybody makes mistakes. Often there are lessons to be learned from these mistakes. The best mistakes to share are those from which you were able to recover. In any event, use your mistakes to show how you have matured and grown from these experiences.

10. Can you work well under stress?

You do not have to say that you like stress, but you need to demonstrate that you can work effectively under stress. Give examples where you have coped well with stress. Most stress comes from deadlines and long hours. You should know in advance if this organization or company typically requires long hours or faces a lot of deadlines.

11. Are you a team player?

This question indicates that the organization is looking for a team-oriented person. Describe how you are committed to working in a team. You need to show that you are flexible and cooperative and when the group makes a decision, you willingly go along with it. Provide examples demonstrating that people enjoy having you on their team and that teamwork was essential to the success of a project on which you worked.

12. What are the things that motivate you?

Challenge, creativity, success, opportunity, and personal growth are most frequently mentioned. You can also mention specific skills that you are motivated to use. These might include problem solving, decision making, listening, writing, speaking, planning, or counseling people.

13. What is the most important thing to you in a job?

What do you value in a job: challenge, good working conditions, friendly coworkers, traveling? Mention one or two items and explain why they are important.

14. Tell me about your duties at your present job?

This question provides an opportunity to really sell your self. As you describe your major duties, describe an associated accomplishment as well. Be concise. People know their own duties so well that many go on and on adding unnecessary details that bore the interviewer.

15. What is the most important aspect of your job?

This question tests your judgment. Although you may have numerous responsibilities, the interviewer wants to have your view on what you can do to contribute the most to the organization. For each responsibility you need to show that you have been very effective in that area.

16. What duties have you enjoyed most? Least? Why?

Select you favorite and least favorite duties based on what you have learned about the job for which you are interviewing. In general, you should mention major duties to like and minor duties to dislike.

17. What frustrates you about your job?

If you feel strongly about a particular frustration, give concrete examples when answering this question. Describe the situation causing the frustration, and how you deal with it.

18. Why would you like to work for us?

This is your opportunity to describe what you know about the organization. You should mention positive points that you have discovered on your own, as well as some mentioned by the interviewer. You might mention that the job is a factor in your wanting to work for the company.

19. What are some of the characteristics you like or dislike about a supervisor?

List all the qualities you truly like and dislike in a supervisor and then select those that are the most appropriate. Concentrate on strengths rather than weaknesses. You might answer by saying you prefer a supervisor who is fair, open-minded and has high integrity.

20. Tell me about your experience in school.

Be prepared to talk about the courses you liked most (and least), how your schooling prepared you for this job, what kind of grades you had, and your major. It is important to describe how your overall high school/college experience has prepared you for work. You can also describe the skills and experience that you have gained in extracurricular activities and internships.

HANDLING ILLEGAL QUESTIONS

Various federal, state, and local laws regulate the questions a prospective employer can ask you, the job candidate. An employer's questions, whether on the job application, in the interview, or during the testing process, must be related to the job you are seeking.

INQUIRY AREA	ILLEGAL QUESTIONS	LEGAL QUESTIONS
National Origin/ Citizenship	Are you a U.S. Citizen? Where were you/your parents born? What is your native tongue?	Are you authorized to work in the United States? What languages do you read/speak/write fluently?
Age	How old are you? When did you graduate? What's your birth date?	Are you over the age of 18?
Marital/Family Status	What's your marital status? With whom do you live? Do you plan to have a family? When? How many kids do you have? What are your child care arrangements?	Would you be willing to relocate if necessary? Would you be able and willing to travel as needed for the job? Would you be willing and able to work on evenings, weekends, or overtime?
Affiliations	What clubs or social organizations do you belong to? What religion are you?	List any professional or trade groups or other organizations you belong to that you consider relevant to your ability to perform this job.
Personal	How tall are you? How much do you weigh?	Are you able to lift a 50 pound weight and carry it 100 yards, as that is a part of your job?
Disabilities	Do you have any disabilities? Please complete the following medical history. Have you had any recent or past illnesses or operations? If yes, list them and give dates when they occurred. What was the date of your last physical exam? How's your family's health?	Are you able to perform the essential functions of this job? Can you demonstrate how you would perform the following job-related functions? As a part of the hiring process, after a job offer has been made, you will be required to undergo a medical exam.
Arrest Record	Have you ever been arrested?	Have you ever been convicted of _____? (The crime name should be reasonably related to the performance of the job in question.)
Military	If you were in the military, were you honorably discharged?	In what brand of the Armed Forces did you serve? What type of training or education did you receive in the military?

Letters

Job Interview - Thank You Letter (Template)

Please use the following format to write a successful Thank You Letter to thank your interviewer for a job interview.

Name
Street Address
City, State, Zip Code
Phone Number
Email Address

Hint: Use the same heading that you used on your Resume and Cover Letter to keep your format and style consistent and recognizable as your's.

Today's Date

Interviewer's Name
Title
Company
Street Address
City, State, Zip Code

Greeting,

First paragraph – Express your appreciation for the opportunity to be interviewed, referring back to the position for which you applied.

Second paragraph – Indicate one or two areas discussed in the interview that were of particular interest to you. Mention your skills and further describe how your skills could be beneficial to the position. An interviewer likes to hear what you can do for their business, not what they can do for you. Add any relevant experience that you forgot to mention at the interview.

Third paragraph – State your interest in the position and thank the interviewer again for taking time out of his/her busy schedule to interview you. Let the interviewer know that he or she may call you any time if they have additional questions about your qualifications.

Sincerely,

(Signature)

Type your name

For further assistance, review the information on writing a successful business letter at the beginning of this booklet and apply the same strategies to write a successful thank you letter for your job interview.

Ineeda Job

237 Woodlawn Ave.
Minot, North Dakota 58703
701-555-5555
ineedajob@minot.com

January 20, 2007

Mrs. Nancy Timms
Human Resource Director
St. Joseph's Hospital
407 3rd Street SE
Minot, ND 58701

Dear Mrs. Timms,

I would like to thank you very much for interviewing me today for the pediatric nursing position. It was a pleasure to meet you and have a tour of your fine facility.

My enthusiasm for the position and interest in working for St. Joseph's Hospital were strengthened as a result of the interview. I believe my education and my experience at St. Jude Children's Research Hospital and the University of Minnesota Children's Hospital fit nicely with the job requirements, and I'm certain my skills would be an asset to this position.

I want to reiterate my strong interest in the position and in working with you and your staff. Please feel free to contact me with any additional questions or concerns about my qualifications. Again, it was a pleasure to meet you and learn more about St. Joseph's Hospital. Thank you for your time and consideration.

Sincerely,

Ineeda Job

Ineeda Job

Scholarship Thank You Letter (Template)

Please use the following format to write a successful Thank You Letter to thank a person or organization who has selected you for a Scholarship Award.

Today's Date

RE: Name of the Scholarship

Contact Name/Scholarship Committee or Committee Chair if known

Company or organization who has given the Scholarship

Street Address

City, State, Zip Code

Hint: The address will most likely be the same address where you sent your scholarship application.

Greeting,

First paragraph – The beginning states who you are and why you are writing. In the first paragraph you should express your appreciation for being selected as a scholarship recipient, referring to the scholarship you received.

Second paragraph – In this paragraph, you should share a little about yourself and how this scholarship is going to help you to achieve your career goals.

Third paragraph – In the closing paragraph you should thank them again for selecting you for this scholarship award. Let them know that you are committed to doing well in school and you plan to give something back to future generations of students.

Sincerely or Respectfully,

(Signature)

Hint: Do not use an electronic signature, sign in cursive using blue ink.

Type your name

Title

Street Address

City, State, Zip Code

Phone Number

Email Address

Please Note: This letter should be centered vertically on the page. To do this in Microsoft Word, go to File, Page Setup, Click *Layout (tab at the top)*, then under Page/Vertical Alignment – Click *Center*.

January 22, 2010

RE: Reuben T. Guenther Scholarship

Reuben T. Guenther Scholarship Committee
Department of Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610

To Whom It May Concern,

I am honored to be a recipient of the Reuben T. Guenther Scholarship for the 2010-2011 School Year and would like to take this opportunity to thank the selection committee for choosing me for this prestigious award.

I appreciate your confidence in me and willingness to contribute to my future education. I will be attending North Dakota State University in the fall of 2010 and plan on majoring in Business Administration and Interior Design in hopes of one day opening my own design business. I am grateful for the opportunities this award will provide me since I rely on financial aid, grants and student loans to help finance my education. Receiving this scholarship will help reduce my financial burdens and provide assistance for me as I continue pursuing my education.

Once again, I would like to extend my thanks to the scholarship committee and please extend my thanks to the North Dakota Department of Career and Technical Education for their generosity and kind spirit in providing this scholarship in memory of Reuben T. Guenther. I promise to work very hard and at some point in the future be able to give something back to others, either as a volunteer, mentor, or possibly support a scholarship for future students like myself.

Respectfully,

Ineeda Job

Ineeda Job
Registered Nurse
237 Woodlawn Ave.
Minot, North Dakota 58703
701-555-5555
ineedajob@minot.com

Letter of Resignation

Review the information on writing a successful business letter at the beginning of this booklet and apply the same strategies to write a successful letter of resignation.

SAMPLE LETTER OF RESIGNATION

July 15, 1995

Mrs. Diane Peters
Department of Human Resources
Bethesda Hospital
559 Capital Blvd.
St. Paul, MN 55103

Dear Mrs. Peters,

Please accept this letter as notice of my resignation to become effective July 30, 1995.

I have enrolled in the University of Minnesota's School of Nursing. I begin classes August 15, 1995. The opportunity to receive my nursing degree is exciting. Since nursing is the career I have chosen, I believe this move from Bethesda to the University will provide me with increased challenges and increased connections to others in this field.

I would like to thank you, Mrs. Peters, for giving me the opportunity to learn many new and useful skills. Bethesda allowed me to explore various areas and to expand the skills necessary to become a successful nurse. I will always recognize you and your human resources department for the high level of professionalism and support.

Working with Bethesda has been a pleasure. I will always be proud to have been associated with such a fine staff.

Sincerely,

Ineeda Job

Ineeda Job
2510 E. 8th Street
St. Paul, MN 55106
701-555-5555

Letter of Recommendation

The letter of recommendation below is meant to help a student get accepted into a university. A letter of recommendation can also be written by a former employer and used as a reference in an application packet.

SAMPLE LETTER OF RECOMENDATION

February 4, 1990

Office of Admissions
University of Minnesota
240 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455-0213

To Whom It May Concern,

I am writing this letter of recommendation on behalf of Ineeda Job, a student at Harding Senior High School in St. Paul, MN. Ineeda is a well-rounded young woman who has displayed excellence both in and out of the classroom. While Ineeda's positive traits are many, I would like to comment on her academic performance in relation to ability, leadership, and creativity.

Ineeda holds a 4.0 GPA in a class of over 500 students. She has repeatedly shown her ability to combat any course in the school's curriculum. Whether writing, speaking, or taking tests, Ineeda's academic abilities are superior. When she was a student in my American Literature course last year, I found myself looking forward to reading her essays because they were always written well and consisted of independent thoughts. Ineeda's ability to interpret literature and to apply it to today's situations will be a valuable asset to her college and future careers.

I have witnessed Ineeda's leadership skills during classroom discussions and activities. She is confident enough in her beliefs to present them to a group and to withstand whatever concerns or criticisms her peers may relate. At the same time, she listens to the opinions of others, considers their potential, and formulates beneficial comments that lead to in-depth discussions of the material.

When given the opportunity to participate in an enrichment assessment, Ineeda studies the subject, creates elaborate projects, and shares her knowledge with the class. For example, in her Humanities class Ineeda created a working replica of Mount Vesuvius, and she gave a twenty-minute presentation regarding the Egyptian calendar. Ineeda's desire to extend a subject beyond the classroom and to share it with others will continue to benefit not only herself but also her peers.

Ineeda Job is truly one of Harding Senior High School's most promising seniors. With great confidence in her abilities, I recommend Ineeda for a Presidential Scholarship. Please feel free to contact me for further information.

Sincerely,

Rita Jones

Rita Jones
Harding Senior High School
1540 E. 6th Street
St. Paul, MN 55106
(651) 793-4700