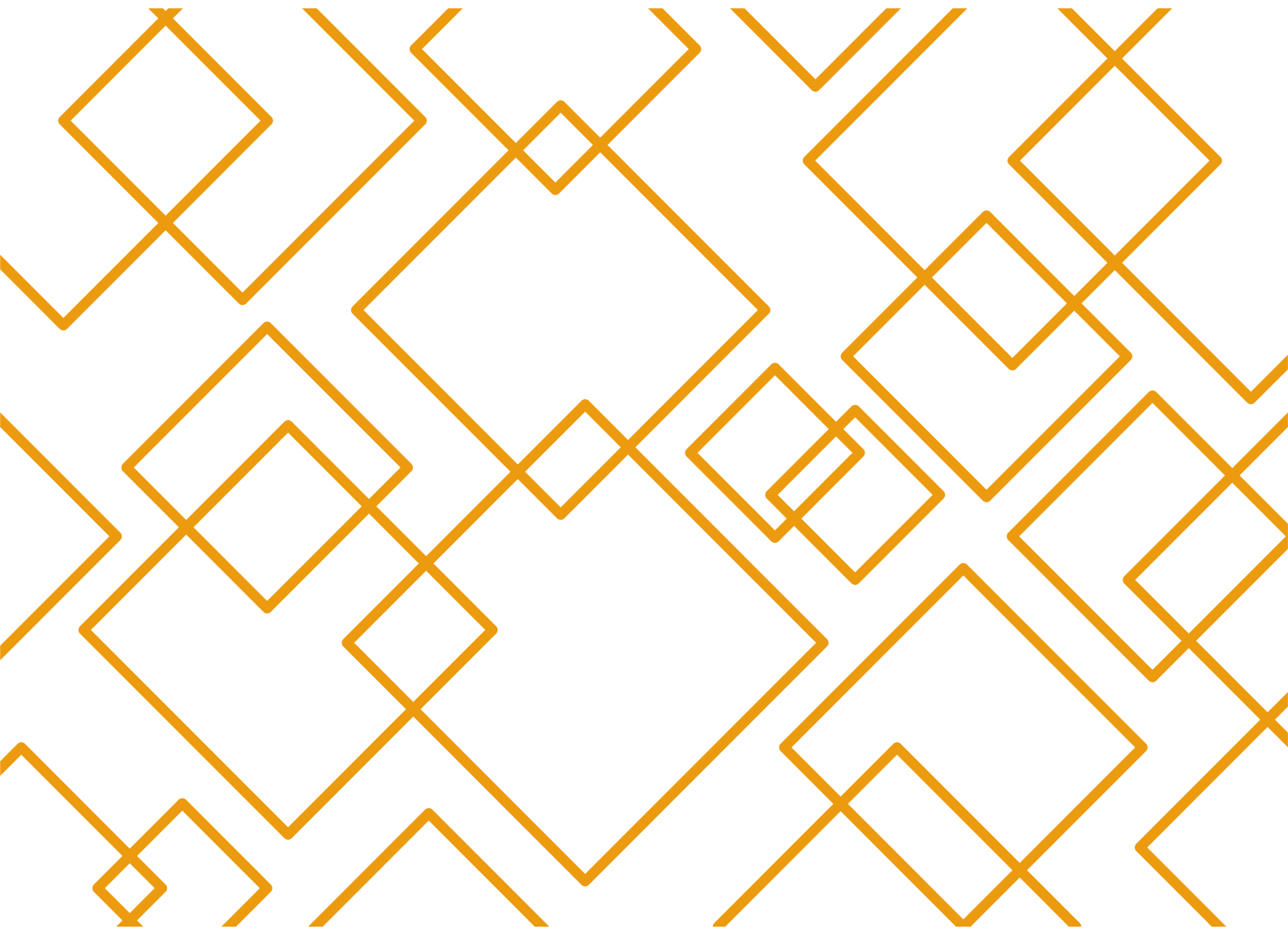


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# Career Services Guide

First Edition | 2024



# Contents

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Who We Are



Services Offered



Career Competencies



Resume and Curriculum Vitae (CV) Writing



Power Verbs for Resumes



Cover Letter Writing Rules



The Cover Letter and The Follow-Up Letter



Interview Preparation



FOCUS 2

**Focus** 2™

Handshake



Samples



Contact Information



**La Sierra**  
UNIVERSITY

*Career Services*

# Who We Are

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**Associate Director: Erwin Garrido, M.B.A./HR**

Erwin has worked in various roles within the career services field, including counseling, project coordination & employer relations. He has also worked with students & alumni from diverse backgrounds & industries, which has given him a broad perspective on the job market & the skills needed to succeed.



**Assistant Director: Zara Melcher, M.S.**

Zara has over nine years of experience working in education- 3 years in Higher Ed. & 6+ years in special education, behavioral therapy, & preschool education. She is skilled in supporting students in job recruiting, internships, & resume and cover letter building, & finding ways for them to be successful.



**Student Worker: Rachel Espinoza, Pre-Nursing**

Rachel's first career job is working as a student worker for Career Services. She has experience creating "Future," the Career Services biweekly newsletter, job and internship postings, & assisting in Career Services events such as the EXPO.

## How We'll Help

Our desire is to serve La Sierra students and alumni in a way that provides them with a greater understanding of who God designed them to be. We encourage them to discover their calling and offer them the necessary resources to successfully navigate their grand adventure of lifelong learning and service.

Below is a list of the services that Career Services offers, categorized by resources, events, and support.

# Services Offered

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Resources	Events	Support
<p><b>Assessments:</b></p> <p>Standardized measures that help determine your interests as they relate to majors and careers.</p>	<p><b>Workshops:</b></p> <p>Topics include Cover Letter/Resume Writing, Internship/Job Search, Graduate School and Interview Skills.</p>	<p><b>Career Advising:</b></p> <p>Our staff are available by appointments through Book Me or walk-in to guide you in choosing a major and/or career path, job/internship search, preparation for interviews, and more!</p>
<p><b>Library Resources:</b></p> <p>We have a variety of selection of books, magazines, and newspapers in our own library. Our selection includes The Occupational Outlook Handbook, Best Resumes for College Students, and more.</p>	<p><b>Expo:</b></p> <p>Discover your career potential at the Expo, La Sierra University's biggest annual graduate school and career fair that takes place during spring quarter. You can connect with employers from various industries, explore graduate programs from universities, and learn about pre-health resources from professional schools. The EXPO is your chance to discuss job opportunities, internships, networking leads, and your future career goals face-to-face with recruiters. Get insider tips for landing that dream job, get your resume reviewed in real time, and start building your professional network.</p>	<p><b>Internship/Job Search:</b></p> <p>Using available resources and networks, we work with students to provide them with tools for an effective job or internship search.</p>
<p><b>Online Resources:</b></p> <p>Full access to online resources like Live Career and Stand Out, Handshake, and LinkedIn.</p>	<p><b>Tuesday Outreach:</b></p> <p>Every Tuesday the Career Services hosts different organizations to come and provide students with job opportunities or helpful resources.</p>	<p><b>Resume and Cover Letter:</b></p> <p>Stop by Career Services and let us help you formulate the most effective major-specific resumes and cover letters to get you noticed by employers!</p>
<p><b>Student Work Station:</b></p> <p>Laptops are available for students to complete assessments, work on resumes and cover letters, or simply research.</p>	<p><b>Coffee with Careers:</b></p> <p>An opportunity to meet La Sierra University alumni and other professionals in their field of expertise and share their experiences towards a successful career path. This is a great way to share ways of overcoming barriers, challenges, and find solutions to success in your career!</p>	<p><b>Graduate School Preparation:</b></p> <p>Whether you have already decided on applying to graduate or professional school, or are still contemplating that choice, we can guide you to prepare for the decision-making process as well as the application steps.</p>

# Career Competencies

Employers are looking to hire college students and recent graduates who know how to use their talents, strengths, and interests. Mastering these Career Readiness Competencies will prepare you for a successful transition into the workplace.



## Career/Self Development

Proactively develop oneself and one's career through continual personal and professional learning.

## Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside an organization.

## Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

## Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

## Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

## Equity and Inclusion

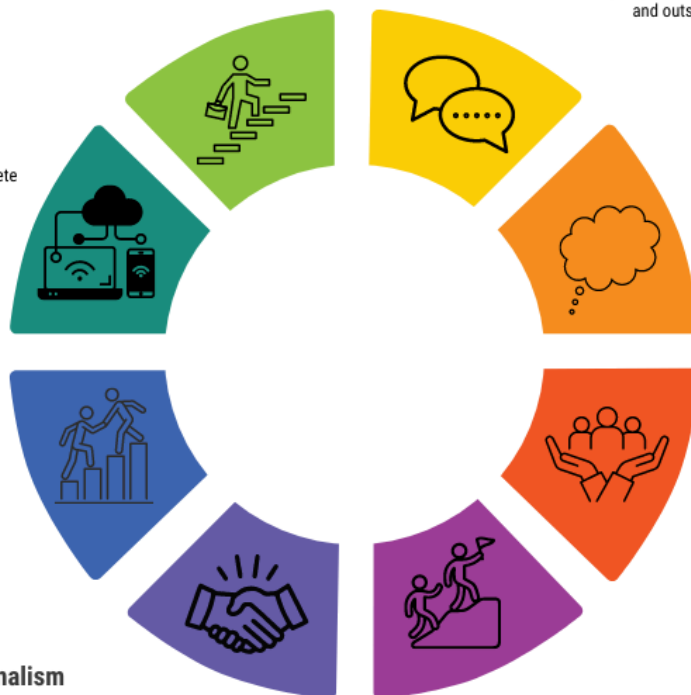
Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures.

## Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workspace.

## Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.



\*Adapted from the National Association of Colleges and Employers (NACE).

# Resume and Curriculum Vitae (CV) Writing



## Resume and Curriculum Vitae (CV) Writing

Resumes are important for job searches because they help employers decide who to interview and can help you get your first job interview. A resume can help you stand out from other applicants, showcase your skills and accomplishments, and demonstrate why you're a good fit for a role.

### Resume

1. Commonly required for **industry positions**.
2. Focuses on **your strongest, most relevant qualifications, skills, and experiences**.
3. Demonstrates a fit for a **specific position or industry**.
4. Provides a **summary of education and experience** (can include jobs, volunteer, internship, and leadership positions).
5. **1 page** (2 pages if you have extensive relevant experience).

### Curriculum Vitae (CV)

1. Often required for **higher education, research positions, and admissions to professional programs** (i.e. Med school or law school).
2. **Comprehensive** biographical statement focusing on **professional qualifications and activities**.
3. Content usually includes: **Summary of academic background, teaching research, publications, presentations, honors, and academic service**.
4. No page limit.

### Resume/CV Checklist

- Contact information is correct.
- Makes a positive impression in under one minute.
- Formatting is consistent.
- Font is simple and easy to read (e.g., Times New Roman, Arial, Helvetica, or Verdana).
- Sections are clearly labeled and listed with dates in reverse chronological order.
- Incorporates accomplishment statements to describe experiences.
- Power verbs are used in bullet points.
- Margins are ½ inch to 1 inch throughout
- Font size is 10-12 for the body of the resume.
- Good balance between text and white space.
- Keeps verb tense consistent (past or present tense).
- No grammatical or spelling errors.

# Power Verbs for Resumes



## Power Verbs for Resumes

To assist you in describing your educational and employment experiences, go through the list and see which ones you can use to give a punch to your resume.

### Teaching Skills

Accommodate	Briefed	Coordinated	Enabled	Guided	Invented	Taught
Achieved	Challenged	Counseled	Encouraged	Individualized	Modeled	Tested
Adapted	Clarified	Critiqued	Enlightened	Influenced	Motivated	Trained
Adopted	Coached	Decided	Evaluated	Informed	Persuaded	Transmitted
Advised	Communicated	Demonstrate	Explained	Initiated	Schooled	Tutored
Benchmarked	Conducted	Developed	Facilitated	Instilled	Shaped	Validated
		Empowered	Focused	Instructed	Simulated	Valued

### Creative/Innovation Skills

Abstracted	Composed	Directed	Formulated	Invented	Performed	Shaped
Accentuated	Conceived	Displayed	Founded	Launched	Personalized	Showcased
Acted	Condensed	Drafted	Generated	Marketed	Photographed	Sketched
Adapted	Crafted	Drew	Illustrated	Memorized	Pioneered	Solidified
Arranged	Created	Enhanced	Imagined	Modeled	Planned	Solved
Advertised	Customized	Entertained	Improvised	Modernized	Published	Summarized
Animated	Designed	Envisioned	Initiated	Modified	Redesigned	Storyboarded
Began	Developed	Established	Innovated	Originated	Remodeled	Translated
Brainstormed	Devised	Explored	Integrated	Painted	Revised	Visualized
Captivated	Differentiated	Fashioned	Introduced	Perceived	Revitalized	Wrote
Combined						

## Management/Leadership Skills

Accentuated	Championed	Developed	Expanded	Initiated	Performed	Salvaged
Achieved	Changed	Directed	Fine Tuned	Inspected	Planned	Saved
Administered	Considered	Doubled	Founded	Instituted	Presided	Scheduled
Advanced	Consolidated	Eliminated	Generated	Led	Prioritized	Secured
Advocated	Contained	Emphasized	Handled	Managed	Produced	Selected
Analyzed	Contracted	Employed	Headed	Merged	Quadrupled	Streamlined
Appointed	Controlled	Empowered	Hired	Moderated	Recommended	Strengthened
Approved	Converted	Enforced	Hosted	Motivated	Recovered	Supervised
Assigned	Coordinated	Enhanced	Implemented	Navigated	Recruited	Terminated
Attained	Created	Envisioned	Improved	Organized	Reorganized	Trained
Bolstered	Cut	Established	Incorporated	Originated	Replaced	Transformed
Caused	Decided	Evaluated	Increased	Overhauled	Restored	Tripled
Chaired	Delegated	Executed	Influenced	Oversaw	Restructured	Troubleshoot
					Reviewed	Vended

## Data/Financial Skills

Accounted	Audited	Computed	Dispersed	Inventoried	Organized	Reduced
Adjusted	Balanced	Conserved	Estimated	Maintained	Planned	Researched
Administered	Budgeted	Corrected	Earned	Managed	Prepared	Retrieved
Allocated	Calculated	Counted	Extracted	Marketed	Programmed	Solved
Analyzed	Certified	Decreased	Figured	Maximized	Profited	Tested
Appraised	Charged	Detailed	Financed	Measured	Projected	Totaled
Approved	Checked	Determined	Forecasted	Multiplied	Purchased	Trimmed
Approximated	Claimed	Developed	Grossed	Netted	Qualified	Upgraded
Assessed	Compounded	Dispensed	Increased Speed		Quantified	Underwrote
					Reconciled	Yielded

## Manual Skills

Aligned	Built	Coordinated	Drove	Handled	Performed	Serviced
Assembled	Consulted	Dismantled	Fed	Lifted	Pulled	Set-up
Bound	Controlled	Drilled	Fixed	Moved	Punched	Skilled
				Operated	Repaired	Tended

## Helping Skills

Accommodated	Assessed	Collaborated	Eased	Furthered	Mobilized	Represented
Adapted	Assisted	Consoled	Educated	Guided	Motivated	Resolved
Adjusted	Assured	Contributed	Elevated	Helped	Perceived	Safeguarded
Advised	Attended	Cooperated	Encouraged	Integrated	Preventive	Serviced
Advocated	Augmented	Counseled	Endorsed	Insured	Protected	Simplified
Aided	Backed	Demonstrated	Ensured	Interceded	Provided	Spoke
Alleviated	Bolstered	Developed	Expedited	Intervened	Referred	Supplied
Answered	Cared	Diagnosed	Facilitated	Led	Rehabilitated	Supported
Arbitrated	Clarified	Directed	Familiarized	Listened	Related	Used Teamwork
Arranged	Coached		Fostered	Mentored	Rendered	Volunteered



## Organizational Skills

Accomplished	Classified	Corresponded	Generated	Obtained	Registered	Screened
Achieved	Coded	Dispatched	Implemented	Operated	Reorganized	Standardized
Approved	Collated	Distributed	Incorporated	Ordered	Reserved	Submitted
Arranged	Collected	Diversified	Inspected	Organized	Responded	Supplied
Assembled	Compared	Enforced	Judged	Prepared	Retained	Systematized
Boosted	Compiled	Executed	Logged	Processed	Retrieved	Tabulated
Budgeted	Completed	Facilitated	Maintained	Provided	Recorded	Upgraded
Cataloged	Configured	Filed	Met deadlines	Purchased	Reviewed	Validated
Charted	Corrected	Followed through	Monitored	Recorded	Routed	Verified
					Scheduled	

## Research Skills

Analyzed	Collected	Determined	Extracted	Interviewed	Published	Studied
Archive	Compiled	Diagnosed	Extrapolated	Invented	Rated	Solved
Assessed	Compared	Differentiate	Filed	Investigated	Recognized	Summarized
Audited	Concluded	Documented	Formulated	Linked	Recorded	Surveyed
Branded	Conducted	Evaluated	Gathered	Located	Researched	Synthesized
Cataloged	Critiqued	Examined	Hypothesized	Measured	Reviewed	Systematized
Checked	Decided	Experimented	Indoctrinate	Observed	Searched	Tested
Clarified	Detected	Explored	Inspected	Organized	Scanned	Unearthed
			Interpreted	Perceived		Wrote

## Technical Skills

Accelerated	Calculated	Converted	Drafted	Interfaced	Printed	Restored
Acclimated	Centralized	Coordinated	Engineered	Launched	Processed	Revamped
Activated	Challenged	Debugged	Excelled	Maintained	Programmed	Solved
Adapted	Changed	Deferred	Expanded	Mastered	Rebuilt	Specialized
Adhered	Channeled	Demonstrated	Expedited	Modified	Reconstructed	Standardized
Adjusted	Charted	Designed	Fabricated	Molded	Rectified	Streamlined
Advanced	Circulated	Detected	Formed	Networked	Re-designed	Studied
Applied	Coded	Determined	Fortified	Operated	Re-engineered	Surveyed
Assembled	Computed	Developed	Generated	Overhauled	Regulated	Systematized
Automated	Conceived	Devised	Improved	Packaged	Remodeled	Upgraded
Balanced	Conserved	Diagrammed	Increased	Pioneered	Repaired	Utilized
Built	Constructed	Diversified	Installed	Prepared	Replaced	Wrote

# Cover Letter Writing Rules



## Cover Letter Writing Rules

Cover letters can be an important part of a job application, even if they aren't always required. They can help you stand out from other applicants, and can increase your chances of being invited to an interview.

### The Cover Letter

The resume never travels alone. Each time you submit your resume to an employer, you should also enclose a cover letter which explains why you are submitting the resume. It is the key to creating interest in your candidacy. The cover letter is your "sales pitch." It gives you the opportunity to draw an employer's attention to the skills and experiences outlined on your resume.

Letter #1	
<b>Application Letter</b>	<b>This letter is written when you know a specific opening and want to apply for the position. The purpose of this letter is to get your enclosed resume read and generate an interview. Your strategy is to demonstrate that your qualifications fit the requirements of the position. Structure your application letter with 3 sections:</b>
<b>Paragraph 1</b>	<b>The Opening:</b> Tell why you are writing and the name of the position or field. Tell how you heard about the opening (online, career services, referral, etc.), and why you are interested in this particular company, location, and/or type of work.
<b>Paragraph 2</b>	<b>The Body: (usually 1 or 2 paragraphs)</b> Sell yourself. Outline your strongest qualifications that match the position requirements. Provide evidence of your related experience and accomplishments. Make referrals to your enclosed resume. Indicate any knowledge you may have of the organization that demonstrates you have done research and are familiar with their operation.
<b>Paragraph 3</b>	<b>The Closing:</b> Close by making a specific request for an interview and indicate that you will call during a specific time period to discuss interview possibilities. Show appreciation to the reader for his or her time and consideration.

\*See sample of Application Letter attached (only for reference)

# The Follow-Up Letter

The follow-up letter is a way to highlight what you learned in the interview, reaffirm your interest in the role, and demonstrate how your experience can bring value to the position you are seeking. We call the follow-up letter a “thank you” letter because it is a chance to offer any additional info, keeps you at the top of the interviewer’s mind, and can help you stand out. Keep the letter short and concise.

Letter #2	
<b>Thank You Letter</b>	<b>This letter is written once you have conducted an interview for the position you applied for. The purpose of this letter is to give you the opportunity to offer a sincere “thank you” to the interview team that met with you. This letter should be sent within 24 hours of your interview.</b>
<b>Paragraph 1</b>	<b>The Opening:</b> Address the email to the person who interviewed you and make sure you spell their name correctly. If their name is Christopher and they asked you to call them Chris in the interview, address them as such in your follow-up. If you interviewed with multiple people, it’s a good practice to send each person a brief message as well.
<b>Paragraph 2</b>	<b>The Body:</b> Thank the person for their time and consideration. Briefly highlight your draw to the organization- call out an aspect of the conversation that was particularly interesting or share a helpful hook to help them remember what you spoke about.
<b>Paragraph 3</b>	<b>The Closing:</b> Close by expressing your continued interest in the job opportunity. Offer to answer any questions.

\*See sample of Thank You Letter attached (only for reference)

# Interview Preparation



## Interview Preparation

Preparing for an interview can help you feel more confident, in control, and less stressed. It can also help you demonstrate your professionalism, communication skills, and critical thinking.

### How to Ace the Interview

<b>Before the Interview</b>	<b>Day of the Interview</b>	<b>During the Interview</b>	<b>After the Interview</b>
<input type="checkbox"/> Review your resume. Make sure all of your information is correct.	<input type="checkbox"/> Dress to impress.	<input type="checkbox"/> Greet everyone with a smile, show enthusiasm, and make eye contact.	<input type="checkbox"/> Send a thank you note, letter, or email to the interviewer(s) within 24 hours.
<input type="checkbox"/> Research the position, the organization, and the industry.	<input type="checkbox"/> Arrive to-15 minutes early.	<input type="checkbox"/> Emphasize your strengths and stay positive.	<input type="checkbox"/> Follow-up with the organization at least 5 days after the interview.
<input type="checkbox"/> Match your skills and qualifications to the position.	<input type="checkbox"/> Be nice and courteous to everyone with whom you come in contact with.	<input type="checkbox"/> Listen carefully.	
<input type="checkbox"/> Practice responses to potential interview questions.	<input type="checkbox"/> Bring your professional portfolio with extra copies of your resume, references, and a notepad and pen.	<input type="checkbox"/> Pay attention to your nonverbal communication.	
<input type="checkbox"/> Plan what to wear.		<input type="checkbox"/> Ask questions at the end of the interview.	
<input type="checkbox"/> Research the location of your interview.		<input type="checkbox"/> Thank the interviewer(s).	

# Dress for Success

## Suit:

- Two piece, long sleeve, professional suit
- Pant, dress, or skirt suits (Dress and skirt at knee length-avoid high slits)
- Solid colors or subtle pinstripes (avoid bright colors)



## Shirt:

- Straight or button-down shirts with a collar
- Blouses
- Avoid large graphics, low-cut, or see-through fabrics
- Make sure shirt is ironed or wrinkle free



## Tie:

- Coordinate color and print with your outfit
- Practice tying the tie before the day of the interview
- If you do not have a tie, a bow tie works just fine



## Shoes/Socks:

- Polished closed toe shoes
- Dark calf length socks
- Flat to medium size high heels



## Miscellaneous:

- Make-up and jewelry in moderation
- Avoid strong perfumes or colognes
- Hair is neatly groomed and pulled away from face
- Nails are clean
- Clean-shaven face preferred (trimmed beard, if applicable)



# FOCUS 2



## FOCUS 2

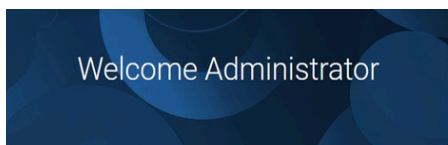
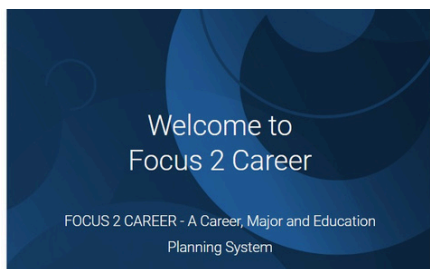
Focus 2 Career is an online, self-guided tool that helps people plan their careers and education. It's designed to help users make decisions about their future goals and explore areas of study and career fields that are compatible with their interests, skills, values, and personality.

### Benefits of FOCUS 2 in Career Planning

DECIDE:	EXPLORE:	ASSESS:	CAREER READINESS:
<p><b>Select a major based on your interests and aspirations.</b></p> <ul style="list-style-type: none"><li>Map out steps to achieve goals.</li><li>Select a Major and explore career paths.</li></ul>	<p><b>Discover occupations matching your personal preferences and attributes.</b></p> <ul style="list-style-type: none"><li>Identify and explore Majors and occupations that match your skills.</li></ul>	<p><b>Identify interests and skills to help you make decisions.</b></p> <ul style="list-style-type: none"><li>Assess your interests, personality, skills, values, and needs.</li></ul>	<p><b>Make informed career decisions.</b></p> <ul style="list-style-type: none"><li>Understand the Career Planning Process and how to be career ready!</li></ul>

### La Sierra Student Access

1. First click on the Focus 2 Career Link: [Focus 2 Career Portal Login](#)
2. Create an Account:
  - a. Once you create an account the passcode is: [lasierra](#).
  - b. If you already have an account, please login.
3. Continue on "Student site"
4. You are now ready to take the assessment!



# 5 Assessments

The purpose of the assessment is to make sure your strengths align with your career goals.

## Work Interest Assessment

Explore occupations and majors that match what interests you.



## Values Assessment

Explore occupations and majors that align with your values.



## Personality Assessment

Explore occupations and majors that fit your personality type.



## Leisure Assessment

Explore occupations and majors that match what you enjoy doing in your leisure time.



## Skills Assessment

Explore occupations and majors that align with your skill set.



# Handshake



## Handshake

Handshake is an online recruiting platform for higher education students and alumni. They partner with universities and employers to streamline and simplify the recruiting process.

### Benefits of Handshake

<p><b>GET HIRED:</b></p> <p>Find occupations and internships that suite you.</p> <ul style="list-style-type: none"><li>● 550K employers of all shapes and sizes and 100% of the Fortune 500.</li><li>● 3.5 million jobs and internships in every industry.</li><li>● 60,000+ part time listings.</li></ul>	<p><b>GET DISCOVERED:</b></p> <p>Get messaged by employers who want to hire you.</p> <ul style="list-style-type: none"><li>● 25,000 searches for students per month. Complete your profile.</li><li>● Students with full profiles are 5x more likely to be messaged by employers.</li></ul>	<p><b>GET CONNECTED:</b></p> <p>Connect with peers for tips and advice.</p> <ul style="list-style-type: none"><li>● 100,000 reviews from students.</li><li>● 1,250+ schools nationwide.</li><li>● 64,000+ companies reviewed.</li></ul>	<p><b>GET IT ALL AT ONE PLACE:</b></p> <p>Career Building Resources</p> <ul style="list-style-type: none"><li>● Employers regularly host events virtually or even sometimes on campus.</li><li>● Many opportunities to connect at career fairs, info sessions, and on-campus interviews.</li></ul>
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### Using Handshake

<b>Sign up</b>	Sign up for your Handshake account at <a href="https://joinhandshake.com">joinhandshake.com</a> .
<b>Make it you</b>	Fill out your profile with information about you, your interests, your studies, and what you are looking for in a job. Make sure to add your preferred locations and job roles.
<b>Discover jobs</b>	Handshake takes the info you share in your profile to show you full-time jobs and internships that align with your interests and that you'd be a good fit for.
<b>Get recruited</b>	All of the top employers, including 100% of the Fortune 500, tech start-ups, non profits, and more are hiring students like you on Handshake. When you create a profile, they'll be able to find you and message you about the roles you want.
<b>Apply easily</b>	On Handshake you can store your resumes and other documents so they're ready when you need them. You can even apply to jobs in two clicks with quick apply.
<b>No more wondering</b>	Once you apply, we'll send you updates on your application status. And if you have questions, you can explore Handshake's Q&A platform and ask your peers for advice about interviews, job roles, and more!



# Samples



## Samples

Resume and cover letter worksheets can help you organize your resume and communicate your skills and experience to potential employers. Samples can help you see how a resume and cover letter should be structured.

### YOUR NAME

City, State • Email • Cell Number • LinkedIn Link

#### Objective (Optional):

To obtain the \_\_\_\_\_ position using skills in \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_

#### Skills & Qualifications:

- Demonstrated experience in \_\_\_\_\_
- Proven ability to \_\_\_\_\_
- Strong background in \_\_\_\_\_
- Proficient in \_\_\_\_\_

#### Education:

**Bachelor of** \_\_\_\_\_ (Expected)Mo/Yr  
La Sierra University, Riverside

**Master of** \_\_\_\_\_ (Expected)Mo/Yr  
La Sierra University, Riverside

#### Relevant Experience:

Title	Organization Name	City	State	Mo/Yr to Mo/Yr
• _____	_____	_____	_____	_____
• Power Verb + _____	How you completed the action	_____	_____	Results & Outcomes
• _____	_____	_____	_____	_____

Title	Organization Name	City	State	Mo/Yr to Mo/Yr
• _____	_____	_____	_____	_____
• Power Verb + _____	How you completed the action	_____	_____	Results & Outcomes
• _____	_____	_____	_____	_____

#### Leadership Experience:

Title	Student Organization Name	La Sierra University	Mo/Yr to Mo/Yr
• _____	_____	_____	_____
• _____	_____	_____	_____

Title	Student Organization Name	La Sierra University	Mo/Yr to Mo/Yr
• _____	_____	_____	_____
• _____	_____	_____	_____

#### Certifications/Awards:

Certification	Organization Name	La Sierra University	Mo/Yr to Mo/Yr
_____	_____	_____	_____

Title of Award	Organization Name	City	State	Mo/Yr to Mo/Yr
_____	_____	_____	_____	_____

### **Opening Paragraph/Introduction:**

- Write down the position/occupation you are applying for and how you found out about it.
- Answer the 2 questions: Why are you interested in working for this employer? Why is this type of position important to you?

### **Middle Paragraph(s):**

- List the skills and abilities required to be successful in the job listed.
- Circle the areas you excel at or feel you hold the most experience. Write about the circled areas in your middle paragraph(s). If you have a few circled, think about ways to build your experience (internships, relevant part-time jobs, clubs, etc.) and skills (courses, minors, certificates, or online learning resources).

### **Closing Paragraph/Conclusion:**

- Answer one: Where do you see yourself in five years? What are your professional career goals and ambitions?
- Ask for the interview and express gratitude for their time and consideration.

# Sample: Application Letter

1720 Magnolia Circle  
Mount Olive, NC 28365  
May 5, 2004

Ms. Jody Jobhunt, College Recruiter  
Enterprise-Rent-a-Car  
P.O Box 1735  
Wilmington, NC 28403

Dear Ms. Jobhunt:

I am writing to express my interest in the Retail Management Trainee position you listed recently on the MOC Job Network. I have reviewed Enterprise Rent-a-Car's web page and am very impressed with your company's commitment to excellent customer service and your employee development training program. I will be graduating from Mount Olive College in August and am actively seeking a retail management position.

As you will note in the enclosed resume, I have had meaningful practical experience in both retail sales and customer service. My positions at The Gap and Belk's have given me the ability to work with a wide variety of clientele. In addition, I have completed several courses in management while pursuing my baccalaureate degree in business administration. My experiences as Secretary of the Mount Olive College Phi Beta Lambda (national business organization) and as a member of the MOC softball team have also helped my leadership and organizational skills.

I would like to explore the Retail Management Trainee position with you further. I will be in Wilmington the week of February 4<sup>th</sup> and would love to have the opportunity to speak with you at that time. I will call next week to see if we might identify a mutually convenient meeting time. Should you need additional information, please call me at (919) 658-1234. I look forward to hearing from you.

Sincerely,

*Jennifer Lee*

Jennifer Lee

Enclosure: Resume

Peter Edwards

718 Pilgrim Court Syracuse, NY 13224 · (000) 123- 1234 · pedwards@email.com

August 17, 2020

Janice Parker  
Vice President, Marketing  
Acme Corporation  
123 Business Rd.  
Business City, NY 54321

Dear Ms. Parker,

I would like to thank you, most sincerely, for taking the time to interview me today for the Social Media Specialist position that has opened with Acme Corporation. It was great to meet you and your team, and I truly enjoyed learning about your current marketing program and touring your office.

I was impressed by the opportunity your next Social Media Specialist will have to build a strong, rebranded presence for Acme Corporation on Facebook, Twitter, Instagram, and LinkedIn. As we discussed, my experience includes creating and managing social media properties for both established and start-up organizations. My successes include building a network of 5K Facebook followers for J.C. Enterprises within three months, ghostwriting LinkedIn posts for the CEO of Union Industries that attracted, on average, over 350 “shares” each, and helping the owner of Jenny’s Bling to become a major influencer in her industry.

Please know that, although I have been working as a freelancer for the last five years, I am eager to return to a dynamic, full-time marketing department environment. I am invigorated and inspired by collaborative teamwork, and would find it most rewarding to help forward Acme Corporation’s mission of “Laying the groundwork for sustainable industry growth.”

If I can provide any additional information to help you with your decision-making process, please let me know. I look forward to hearing from you soon!

Sincerely,

*Peter Edwards* (signature hard copy letter)

Peter Edwards

# Contact Information

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We would love to hear from you!

Associate Director: Erwin Garrido, M.B.A./HR

Assistant Director: Zara Melcher, M.S.

Email: [careerservices@lasierra.edu](mailto:careerservices@lasierra.edu) | Phone: 951-795-2472