



Job Applications

Zabowski - EAL21G

Vocabulary

- Applicant
 - A person who applies for a job
- Employee
 - Hopefully you! An Employee is a person who works for a company – a successful applicant
- Employer
 - The company or person who you (will) work for
- Job Application
 - A form Employers use to ensure they have the same information from every applicant
- Cover Letter
 - A cover letter provides additional information on your skills and qualifications for the job for which your applying.
 - A document that highlights you, your skills and abilities
- Resume
 - A formal meeting between you and the potential employer where you talk about your qualifications for the job
- Interview

The Job Application Form

Most forms ask for:

Personal Information

Education

Work Experience

Availability

References

When filling out the application form always do one as a draft and then a final copy. The final copy should be completed in black or blue ink.

Practice

- Go online, find and print out **three** different application forms. MAKE SURE THEY ARE CANADIAN!

Try Real Canadian Superstore, Tim Hortons, Canadian Tire, WalMart, McDonalds, Winners, SportChek, etc.

- Fill in and submit to the teacher.

On the Resume...

- Personal Information
 - Your name, address and contact information - phone number, email address, etc.
- Objective
 - A brief statement saying what type of job you are looking for
- Education
 - Details about your schooling
- Experience
 - A summary of all the work (paid and unpaid) that you have done
- Skills
 - Special skills and abilities that you have (like being fluent in another language!)
- Activities
 - Activities, groups, clubs, etc. that you have been / are involved in
- References
 - Names of people that can be contacted to speak about you (teachers, coaches, employers)

Tips to writing an effective resume

- Keep it simple and brief – no longer than 1 page
- Use point form notes except with the objective
- Use a clear, readable font and black ink
- Make it presentable
- Be honest and be professional
- PROOFREAD!!!!
- Regardless of style ALL resumes should include:
 - Your Personal Information
 - Education
 - Skills and Experience

Your Personal Information

- Your FULL name

John B. Student

- Your mailing address

123 Main Street

Steinbach MB

R5G 0P1

- Your phone number

204-555-1212

- Your email address

johnstudent@gmail.com

Your Personal Information

- Should NEVER include:
- Your height, age, weight
- A photo of yourself
- Your Social Insurance Number

Objective

- The objective is a brief statement (a sentence or two) that explains why you want a job

For example:

To acquire a challenging position in an environment where I can best utilize my skills and education.

OR

To obtain a part time position with an organization that will allow me to build experience and further develop my skills.

Education

- List your education, starting with most recent
 - Include years attended, name of school, location
 - Provide details on the school program

2014 – Present Steinbach Regional Secondary School Steinbach MB

- Currently enrolled in grade 10
- In Academic Program
- Elective courses include: Print Communications, Power Mechanics and Art

2010 - 2014 Lertlah International School Bangkok, Th

- Completed grade 9 Academic program
- Elective courses include: Muay Thai Boxing, Art and Swimming

Experience

- At this age, most of you haven't held “official” jobs yet but you do have experience!
 - Babysitting
 - Paper route / delivering flyers
 - Yard work / shoveling snow
 - Volunteer
 - On the farm / in the barns
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Listing Your Experience

- When listing your experience, include the location and the dates you worked for each job or volunteer position. Use action words to describe what you did

Sept 2014 – Present SRSS Steinbach MB
Game Crew

- Keep score at home volleyball games
- Run scoreboard / time clocks
- Report scores to MHSAA, Steinbach Online and the Carillon

April 2013 – Aug. 2014 Flyerland Steinbach MB
Flyer Runner

- Bundle and prepare route packages weekly
- Deliver flyers to homes on given route weekly

Skills

- YES! You have skills! You are talented individuals that are able to:
- Work independently and in teams
- Use various computer applications such as Microsoft Office
- Proficient Mental Math abilities
- Able to communicate verbally and in writing in German, Tagalog, Russian, Korean, Spanish and English
- Personable and Friendly
- Reliable and Honest
- Goal Orientated and Hardworking
-

Activities

- What groups, clubs or organizations are you or have you been apart of? List them!! Include things such as:
 - Youth / cell group
 - Sports teams
 - Choir / band / dance and drama groups
 - Girl Guides / Boy Scouts
 - Cadets
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References

- Provide contact information on people who are able and willing to speak to a potential employer about your skills and abilities. **DO NOT INCLUDE FAMILY** as references – they are biased!
- You can use: group leaders, teachers, E.A.s, coaches, principals, former employers

K. Teacher ←

Their full name

Teacher – SRSS ←

How you know them

204-555-1212 ←

How to reach them

Gather your Information

- In a new document, enter your personal information (ask for help at home if needed)
- List all your schooling credentials (past and present)
- List all your experience
- Brainstorm a list of skills and abilities that you have – ask family, friends and classmates for support
- List all the groups your are or have been apart of
- Find at least 3 adults who are willing to be your reference and gather their contact information.

The Cover Letter

- Cover Letter Format – Contact / Mailing Information
- Your Contact Information
 - Name
 - Address
 - City, Province, Postal Code
 - Phone Number
 - Email Address
- Date
- Employer Contact Information (if you have it)
 - Title (of Employer Contact)
 - Company
 - Address
 - City, Province, Postal Code
- Salutation;

Cover Letter – the body

First Paragraph

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and where you found the job listing. Include the name of a mutual contact, if you have one.

Middle Paragraph(s)

The next section of your cover letter should describe what you have to offer the employer. Mention specifically how your qualifications match the job you are applying for. Remember, you are interpreting your resume, not repeating it.

Cover Letter – the body

○ **Final Paragraph**


Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up.

○ **Complimentary Close**

End with a closing such as:

- Sincerely (yours)
- (Best) (Kind) Regards
- Yours truly
- Most sincerely
- Respectfully (yours)
- Thank you (for your consideration)

Leave space for your signature and then type your name



Now you're
ready to create
your own!

Go to Microsoft Word to
begin

Your assignment:

- Choose a local employer whom you would like to work for
- Obtain a copy (or two) of their application form – fill out a good copy.....
- No application form available? – grab a generic application form from me
- Create your resume
- Create your list of references
- Write a cover letter geared towards a position with the above chosen employer
- Submit application package to me and wait for the interview!