



Career Resource and Counseling Center

Job Search Skills Workbook

CAREER RESOURCE COUNSELING CENTER (CRCC)

PARTICIPANT WORKBOOK

PREFACE

The Environmental Protection Agency's Career Resource and Counseling Center (CRCC) provides a comprehensive program designed to help employees with career development and job search assistance. This workbook, and job search workshops and associated CRCC assistance, will aid employees to prepare for a successful future.

This workbook is designed as a tool to assist persons in the development of the skills and materials needed for job searches. The skills and materials you will develop during and after any CRCC workshop will become valuable lifetime tools.

This workbook contains samples of various required documents for a job search and has worksheets to help in the development of these documents. By completing the worksheets in this workbook you will begin your job search with a specific job objective. You will also have the basis of a good resume and be familiar with the interview process.

Many good suggestions and ideas will come from other participants in CRCC workshops/seminars. Use the space provided in this workbook to capture these suggestions and ideas. A career seminar brings together people with the same purpose and generates a higher level of thought and analysis than an individual could produce alone.

In addition, this workbook and other CRCC services will help you understand the concept of job offer evaluation and salary and benefits negotiation. You will be able to evaluate job offers against your job objective and increase the likelihood of a successful job search resulting in career success and satisfaction.

After you develop your applications/resumes, CRCC counselors are available to review those documents and your job search plan. They will provide assistance, offer suggestions for job search activities, and be available as a reference source to answer questions and coach your efforts.

The following page provides a visual guide to the sections of this workbook and will serve as a quick reference guide as you plan your future career.

JOB ASSISTANCE WORKSHOP

PARTICIPANT WORKBOOK

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TRANSITION BUDGET

WORKSHEET INSTRUCTIONS

1. COMPLETE TWO TRANSITION BUDGET WORKSHEETS.
 - A. ONE WORKSHEET TO ESTIMATE YOUR BUDGET PRIOR TO TRANSITION.
 - B. ONE WORKSHEET TO ESTIMATE YOUR BUDGET FOR AN AVERAGE MONTH FOLLOWING YOUR TRANSITION.
2. FOR THE TRANSITION BUDGET WORKSHEET COVERING THE PERIOD PRIOR TO YOUR RELEASE FROM FEDERAL SERVICE, YOU SHOULD PAY PARTICULAR ATTENTION TO USING YOUR PRESENT INCOME TO:
 - A. REDUCE DEBTS TO MINIMUM LEVEL POSSIBLE.
 - B. BUILD SAVINGS TO TIDE YOU OVER ANY PERIOD OF UNEMPLOYMENT BETWEEN FEDERAL SERVICE AND YOUR NEW JOB.
3. WHEN COMPLETING THE TRANSITION BUDGET WORKSHEET COVERING THE PERIOD FOLLOWING YOUR RELEASE FROM FEDERAL SERVICE, USE REFERENCES FOUND AT THE JOB ASSISTANCE CENTER AND LOCAL LIBRARIES TO ESTIMATE THE COST OF LIVING IN THE GENERAL AREA TO WHICH YOU ANTICIPATE MOVING. MAKE SURE YOUR ESTIMATES ARE REALISTIC AND FULLY CONSIDER:
 - A. HOUSING
 - B. UTILITIES
 - C. TRANSPORTATION
 - D. MEDICAL/DENTAL INSURANCE
 - E. STATE LOCAL TAXES
4. COMPLETE ONE TRANSITION BUDGET FINANCIAL PLANNING WORKSHEET TO ESTIMATE THE INCOME AND COSTS ASSOCIATED WITH YOUR TRANSITION. MAKE SURE YOU INCLUDE ALL COSTS ASSOCIATED WITH SECURING NEW HOUSING (SECURITY DEPOSIT, FIRST AND LAST MONTH'S RENT, ETC.).
5. THESE WORKSHEETS WILL BE INSTRUMENTAL IN HELPING YOU TO DETERMINE HOW FAR YOU CAN GO BEYOND FEDERAL SERVICE BEFORE YOU WILL HAVE TO FIND EMPLOYMENT, AND WILL ALSO HELP YOU DETERMINE A TARGET SALARY RANGE FOR YOUR JOB SEARCH.

MONTHLY TRANSITION BUDGET WORKSHEET

MONTH OF _____

1 HOUSING	RENT OR MORTGAGE	_____	
	HEATING	_____	
	ELECTRICITY	_____	
	TELEPHONE	_____	
	OTHER (CABLE, ETC.)	_____	
	SUBTOTAL		_____
2. FOOD	GROCERIES FOR MONTH	_____	
	OTHER FOOD RELATED EXTRAS FOR MONTH	_____	
	RESTAURANT MEALS FOR MONTH	_____	
	OTHER	_____	
	SUBTOTAL		_____
3. TRANSPORTATION	CAR RELATED EXPENSES (GAS/MAINTENANCE)	_____	
	PUBLIC TRANSPORTATION	_____	
	OTHER	_____	
	SUBTOTAL		_____
4 PERSONAL	CIGARETTES/TOBACCO	_____	
	COSMETICS/TOILETRIES	_____	
	BARBER/BEAUTY SHOP	_____	
	LAUNDRY/DRY CLEANING	_____	
	OTHER	_____	
	SUBTOTAL		_____
5 CLOTHING	WORK CLOTHES/JOB SEARCH CLOTHES	_____	
	FAMILY/PERSONAL CLOTHING	_____	
	OTHER	_____	
	SUBTOTAL		_____
6. CHILD CARE	DAY CARE	_____	
	SCHOOL EXPENSES/FEES	_____	
	ALLOWANCES	_____	
	BABY SITTERS	_____	
	OTHER	_____	
	SUBTOTAL		_____
7. DEBTS	CHARGE ACCOUNTS/CREDIT CARDS	_____	
	INSTALLMENTS LOANS	_____	
	OTHER	_____	
	SUBTOTAL		_____
8. SUNDRIES	ENTERTAINMENT	_____	
	NEWSPAPERS	_____	
	JOB SEARCH SUPPLIES	_____	
	OTHER	_____	
	SUBTOTAL		_____
9. INSURANCE	DENTAL/MEDICAL	_____	
	PERSONAL/LIFE	_____	
	CAR	_____	
	HOUSE/HOUSEHOLD	_____	
	OTHER	_____	
	SUBTOTAL		_____
10. MEDICAL	DOCTOR	_____	
	DENTIST	_____	
	DRUGS	_____	
	OTHER	_____	
	SUBTOTAL		_____
11. TAXES	PROPERTY TAX	_____	
	INCOME TAX	_____	
	OTHER	_____	
	SUBTOTAL		_____
12. MISCELLANEOUS	EDUCATION	_____	
	OTHER	_____	
	SUBTOTAL		_____
		TOTAL	_____

TRANSITION BUDGET

FINANCIAL PLANNING WORKSHEET

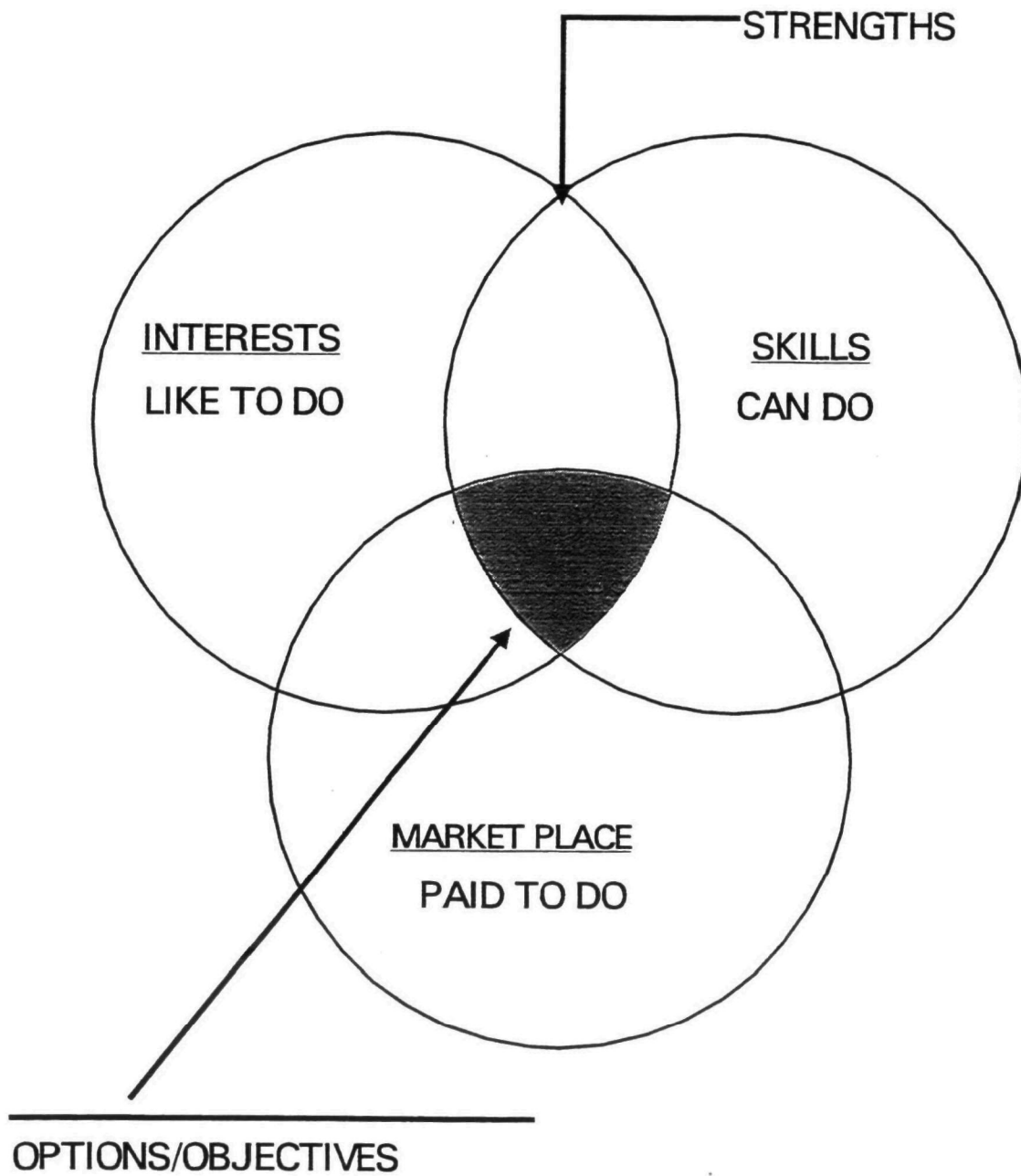
TOTAL AMOUNT OF SAVINGS NOW ON HAND	(1)	
TOTAL AMOUNT OF ADDITIONS TO SAVINGS YOU WILL MAKE FROM PAY PRIOR TO LEAVING GOVERNMENT SERVICE	(2)	
TOTAL AMOUNT OF LAST PAYCHECK	(3)	
TOTAL AMOUNT OF LEAVE CASHED IN	(4)	
TOTAL AMOUNT OF ADDITIONS TO SAVINGS YOU WILL MAKE FROM SALE OF PROPERTY (HOUSE, EXTRA CAR, GARAGE SALE, ETC.)	(5)	
ADD BOXES 1 THROUGH 5 AND PUT THE ANSWER IN BOX A ⇒		(A)

TOTAL AMOUNT OF MONEY YOU WILL REMOVE FROM SAVINGS TO PAY OUTSTANDING DEBTS	(6)	
TOTAL AMOUNT OF MONEY YOU WILL REMOVE FROM SAVINGS TO PAY MOVING COSTS	(7)	
TOTAL AMOUNT OF MONEY YOU WILL REMOVE FROM SAVINGS TO SECURE HOUSING (DEPOSIT, FIRST/LAST MONTHS RENT, DOWN PAYMENT ON HOUSE, CLOSING COSTS, ETC.)	(8)	
ADD BOXES 6 THROUGH 8 AND PUT THE ANSWER IN BOX B ⇒		(B)

SUBTRACT BOX B FROM BOX A AND PUT ANSWER IN BOX 9. THIS IS THE AMOUNT OF MONEY YOU WILL HAVE AVAILABLE TO LIVE ON AFTER YOU LEAVE FEDERAL SERVICE.	(9)	
LOOK ON YOUR SECOND BUDGET WORKSHEET FOR YOUR TOTAL ESTIMATED MONTHLY EXPENSES FOR AN AVERAGE MONTH AFTER YOUR DEPARTURE FROM FEDERAL SERVICE. ENTER THE TOTAL IN BOX 10.	(10)	

DIVIDE THE AMOUNT IN BOX 9 BY THE AMOUNT IN BOX 10. PUT THE ANSWER IN BOX 11. THIS IS AN ESTIMATE OF THE NUMBER OF MONTHS YOU CAN GO WITHOUT FINDING A JOB.	(11)	
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SKILLS & QUALIFICATIONS



BUILDING AN OBJECTIVE STATEMENT

BACKGROUND AND EXPERIENCE

- **LIST EACH JOB/POSITION:**
- **LIST DUTIES:**
- **LIST EQUIPMENT USED:**
- **LIST OTHER SKILLS USED:**
- **LIST SPECIFIC ACHIEVEMENTS:**

SKILLS

SKILLS: Skills are the abilities that you use in a job task or career. They can be natural abilities or learned abilities. They are frequently divided into self-management skills, transferrable skills, or job specific skills.

Self-management skills refer to the way one manages oneself in the workplace. They include personal characteristics.

For example, self-management skills may be dependability, initiative, punctuality, and resourcefulness.

Functional/Transferrable skills are those skills that you have used in one situation or job that can be used in another situation or job.

For example, transferrable skills may be to problem solve, analyze, persuade, or operate equipment.

Technical/Job specific skills are those that require particular knowledge or specific technical abilities in order to do a described task.

For example, job specific skills may be computer programming, accounting, sales, or compensation planning.

The following exercises will help you determine and define your self-management, transferrable, and job specific skills. Complete each exercise as directed. When you are finished, return to this page for the next step as described below:

Sometimes you identify skills that you have that you do not want to use on your next job. Go back to the worksheets and put a **W** beside the skills you **WANT** to use in your next job. Perhaps there are some skills listed that you feel you need and want to develop to a higher level of competency. Put a **D** beside those skills.

SELF-MANAGEMENT SKILLS

SELF-MANAGEMENT SKILLS: These are personal characteristics that help a person perform a job, relate to people and the job environment. Check 10 that are the most characteristic of you.

- | | | |
|--|---|---|
| <input type="checkbox"/> accurate | <input type="checkbox"/> facilitative | <input type="checkbox"/> secure |
| <input type="checkbox"/> adaptive | <input type="checkbox"/> fair minded | <input type="checkbox"/> self motivated |
| <input type="checkbox"/> alert | <input type="checkbox"/> flexible | <input type="checkbox"/> sensitive |
| <input type="checkbox"/> ambitious | <input type="checkbox"/> friendly | <input type="checkbox"/> stable |
| <input type="checkbox"/> analytical | <input type="checkbox"/> frugal | <input type="checkbox"/> talented |
| <input type="checkbox"/> artistic | <input type="checkbox"/> genuine | <input type="checkbox"/> trustworthy |
| <input type="checkbox"/> articulate | <input type="checkbox"/> honest | <input type="checkbox"/> witty |
| <input type="checkbox"/> calm | <input type="checkbox"/> imaginative | |
| <input type="checkbox"/> clear headed | <input type="checkbox"/> independent | |
| <input type="checkbox"/> competitive | <input type="checkbox"/> industrious | |
| <input type="checkbox"/> confident | <input type="checkbox"/> innovative | |
| <input type="checkbox"/> considerate | <input type="checkbox"/> intelligent | |
| <input type="checkbox"/> conscientious | <input type="checkbox"/> logical | |
| <input type="checkbox"/> cooperative | <input type="checkbox"/> loyal | |
| <input type="checkbox"/> courageous | <input type="checkbox"/> methodical | |
| <input type="checkbox"/> creative | <input type="checkbox"/> non judgmental | |
| <input type="checkbox"/> decisive | <input type="checkbox"/> open minded | |
| <input type="checkbox"/> dependable | <input type="checkbox"/> opportunistic | |
| <input type="checkbox"/> determined | <input type="checkbox"/> organized | |
| <input type="checkbox"/> direct | <input type="checkbox"/> perfectionist | |
| <input type="checkbox"/> disciplined | <input type="checkbox"/> precise | |
| <input type="checkbox"/> empathetic | <input type="checkbox"/> reliable | |
| <input type="checkbox"/> energetic | <input type="checkbox"/> responsible | |
| <input type="checkbox"/> enthusiastic | <input type="checkbox"/> risk taking | |

FUNCTIONAL SKILLS

FUNCTIONAL/TRANSFERRABLE SKILLS: These are skills that you currently use in your job or have used in former jobs that are transferrable to another job or career. Check 20 skills you are now using. Of those, circle 10 that you prefer to use. (There are two pages of this exercise.)

_____ read	_____ instruct	_____ manipulate
_____ create	_____ direct	_____ drive
_____ transcribe	_____ assist	_____ steer
_____ compare	_____ persuade	_____ adjust
_____ post data	_____ influence	_____ construct
_____ record	_____ entertain	_____ edit
_____ compute	_____ supervise	_____ repair
_____ compile	_____ motivate	_____ service
_____ classify	_____ counsel	_____ paint
_____ report	_____ advise	_____ evaluate
_____ hand/eye dexterity	_____ manage	_____ sort
_____ analyze	_____ demonstrate	_____ cook
_____ examine	_____ listen	_____ sew
_____ diagnose	_____ public speaking	_____ survey
_____ use precision instruments	_____ negotiate	_____ blend
_____ coordinate	_____ formulate	_____ alter
_____ copy	_____ problem solve	_____ breed
_____ synthesize	_____ interface	_____ sail
_____ integrate	_____ organize	_____ insulate
_____ conceptualize	_____ follow through	_____ install
_____ interpret	_____ adapt	_____ forge
_____ research	_____ represent others	_____ calculate
_____ measure	_____ guide	_____ investigate

FUNCTIONAL SKILLS

(Continued)

_____ assess

_____ write

_____ network

_____ improvise

_____ budget

_____ publicize

_____ care for

_____ mentor

_____ inform

_____ sell

_____ give feedback

_____ handle

_____ insert

_____ operate

_____ clean

_____ consult

_____ hire

_____ serve

_____ interview

_____ refill

_____ regulate

_____ compose

_____ theorize

_____ conclude

_____ plan

_____ letter

_____ restore

_____ invent

_____ arrange

_____ test

_____ mix

OBJECTIVE **WORKSHEET 1**

LIST THE TECHNICAL SKILLS YOU POSSESS (SOME EXAMPLES ARE SHOWN AT THE BOTTOM):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

ACCOUNTING
AIR CONDITIONING REPAIR
BUDGETING
CARPENTRY
COMPUTER SYSTEM OPERATION
COOKING
COUNSELING
CRIMINAL INVESTIGATIONS
DATA COLLECTION
DATA REDUCTION
DENTAL
DRAFTING
DRUG/ALCOHOL TREATMENT
ELECTRICAL - FACILITIES
ELECTRONIC EQUIPMENT REPAIR
FILING
FIRE
FUEL STORAGE/HANDLING
GRAPHIC DESIGN
HEAVY EQUIPMENT OPERATION
HEAVY EQUIPMENT MAINTENANCE
HUMAN RSCS - BENEFITS
HUMAN RSCS - CLASSIFICATION

HUMAN RSCS - RECRUITING
LIGHT VEHICLES MAINTENANCE
PAYROLL
PERSONAL COMPUTER OPERATION
PERSONNEL MANAGEMENT
PHARMACY
PLUMBING
POLICE
PREVENTIVE MEDICINE
SAFETY
SECURITY
SPREADSHEET USE
STRATEGIC PLANNING
SUPERVISING
SUPPLIES/PARTS ORDERING
SURVEYING
TRAINING
TRUCK DRIVING
TYPING
WAREHOUSING
WELDING
WORD PROCESSOR USE
X-RAY

OBJECTIVE **WORKSHEET 2**

LIST THOSE THINGS WHICH YOU CONSIDER TO BE MOST IMPORTANT IN SELECTING YOUR NEXT CAREER. SOME SUGGESTED ITEMS ARE LISTED BELOW.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

BEING IN CONTROL

BENEFITS

CHALLENGE

CHANCE TO ADVANCE

CREATIVITY

HELPING OTHERS

INDEPENDENCE

JOB SECURITY

LOCATION-COST OF LIVING

LOCATION-HOMETOWN

LOCATION-LIVING CONDITIONS

LOCATION-SCHOOLS

PERSONAL SATISFACTION

PRESTIGE

SALARY

SURROUNDINGS

VARIETY

WORKING CONDITIONS

OBJECTIVE WORKSHEET 3

FOR EACH ITEM YOU ENTERED IN OBJECTIVE WORKSHEET 2, FILL IN THE TABLE BELOW. PUT ITEM ONE IN THE BOX 1 ON THE LEFT SIDE OF THE TABLE AND IN THE BOX 1 ON THE TOP OF THE TABLE. ABBREVIATE AS NEEDED. THEN, FOR EACH BOX WHERE A COLUMN AND ROW MEET, WRITE IN THE NUMBER OF THE ITEM THAT YOU CONSIDER TO BE MOST IMPORTANT TO YOU. IGNORE THE SHADED BOXES. FOR INSTANCE, WHERE ROW ONE AND COLUMN 2 MEET, IF THE ITEM IN COLUMN 2 IS MORE IMPORTANT TO YOU THAN THE ITEM IN ROW 1, ENTER THE NUMBER 2.

	1	2	3	4	5	6	7	8	9	10
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

COUNT HOW OFTEN A NUMBER APPEARS IN YOUR TABLE AND ENTER THE RESULTS ON THE LEFT BELOW. REWRITE THE ITEMS IN ORDER OF THEIR SCORES ON THE RIGHT:

- | | |
|----------|-------|
| 1. ____ | _____ |
| 2. ____ | _____ |
| 3. ____ | _____ |
| 4. ____ | _____ |
| 5. ____ | _____ |
| 6. ____ | _____ |
| 7. ____ | _____ |
| 8. ____ | _____ |
| 9. ____ | _____ |
| 10. ____ | _____ |

OBJECTIVE **WORKSHEET 4**

WHEN I LEAVE MY CURRENT POSITION, I WANT TO (USE OBJECTIVE WORKSHEETS 1 THROUGH 3):

REASON:

LIST THE SPECIFIC JOB OR OCCUPATION TITLE YOU WANT (RESEARCH JOB TITLES THAT CLOSELY MATCH WHAT YOU WANT TO DO):

REASON:

WHERE DO YOU WANT TO DO IT (BE ONLY AS SPECIFIC AS YOUR DESIRES DICTATE):

REASON:

MY SPOUSE/FAMILY MOST WANTS:

REASON:

OBJECTIVE

WORKSHEET 5

1. RESEARCH THE JOB/OCCUPATIONAL TITLE YOU IDENTIFIED IN THE SECOND SECTION OF WORKSHEET 4:

- A. DO YOU POSSESS THE CERTIFICATION, EXPERIENCE, TRAINING, DEGREES/DIPLOMAS, AND SKILLS NEEDED TO PERFORM IN THAT JOB/OCCUPATION? ☐ YES ☐ NO
- B. WILL THE JOB/OCCUPATION ALLOW YOU TO DO WHAT YOU SAID YOU WANTED TO DO IN THE FIRST SECTION OF WORKSHEET 4? ☐ YES ☐ NO
- C. DOES THE PREVAILING SALARY RANGE FOR YOUR DESIRED JOB/OCCUPATION AND YOUR DESIRED LOCATION MEET YOUR MINIMUM SALARY REQUIREMENTS? ☐ YES ☐ NO
- D. WHAT IS THE EMPLOYMENT SITUATION FOR YOUR DESIRED JOB/OCCUPATION? WHAT IS PREDICTED FOR THE FUTURE? DOES IT APPEAR THAT YOUR DESIRED JOB/OCCUPATION WILL OFFER A GOOD CHANCE OF BEING HIRED? ☐ YES ☐ NO
- E. WILL YOUR DESIRED JOB/OCCUPATION SUPPORT YOUR SPOUSE'S/FAMILY'S DESIRES (SEE SECTION FOUR OF WORKSHEET 4)? ☐ YES ☐ NO

2. RESEARCH THE LOCATION YOU INDICATED IN THE THIRD SECTION OF WORKSHEET 4:

- A. WHAT IS THE UNEMPLOYMENT SITUATION IN THE AREA YOU SELECTED? DO YOU HAVE AN ACCEPTABLE CHANCE OF FINDING YOUR JOB IN THAT LOCATION? ☐ YES ☐ NO
- B. WHAT IS THE COST OF LIVING (RELATIVE TO YOUR PRESENT LOCATION) FOR THE AREA YOU SELECTED? CAN YOU CONTINUE TO LIVE IN YOUR PRESENT LIFE STYLE, AT THE EXPECTED SALARY, IN THAT LOCATION? ☐ YES ☐ NO
- C. ARE THERE MANY FIRMS/AGENCIES IN YOUR DESIRED AREA THAT REQUIRE PEOPLE IN YOUR DESIRED JOB/OCCUPATION? ☐ YES ☐ NO
- D. DOES THE DESIRED AREA PROVIDE WHAT YOUR SPOUSE/FAMILY IS LOOKING FOR (SEE SECTION 4 OF WORKSHEET 4)? MAKE SURE HOUSING, SCHOOLS, RECREATION, AND PERSONAL CONSIDERATIONS (EG. CLOSE TO SPOUSE'S FAMILY) ARE ALL WEIGHED. ALSO MAKE SURE THAT YOUR WORKING CONDITIONS DON'T CONFLICT WITH FAMILY DESIRES (EG. EXTENSIVE BUSINESS TRAVEL, SHIFT WORK, HIGH FINANCIAL RISK, ETC.) ☐ YES ☐ NO

THE QUESTIONS SHOWN ABOVE ARE YOUR OPPORTUNITY TO CHECK YOUR DESIRES AGAINST REALITY. ASK YOUR JOB ASSISTANCE CENTER FOR HELP IN CONDUCTING RESEARCH. USE YOUR NETWORK AND INFORMATIONAL INTERVIEWS TO REFINE YOUR RESEARCH. FEEL FREE TO GO BACK AND CHANGE YOUR ANSWERS IN PRECEDING WORKSHEETS AS YOU LEARN MORE.

OBJECTIVE **WORKSHEET 6**

ON THE BASIS OF YOUR WORK IN PREVIOUS WORKSHEETS, WRITE A FORMAL OBJECTIVE STATEMENT (SEE EXAMPLES BELOW). USE INFORMATIONAL INTERVIEWS AND WANT ADS TO SEE IF YOUR OBJECTIVE IS CONSISTENT WITH ACTUAL JOBS:

ALTHOUGH NOT A FORMAL PART OF YOUR OBJECTIVE, LIST WHAT YOU CONSIDER TO BE THE IMPORTANT CONSIDERATIONS YOU WILL USE IN DETERMINING WHERE TO LOOK FOR THE OBJECTIVE POSITION AND, IF OFFERED A JOB, WHETHER TO ACCEPT IT.

LOCATION: _____

SALARY: \$ _____ **PER HOUR/YEAR**

KIND OF FIRM: **SIZE** _____, **INDUSTRY** _____

BENEFITS: _____

WORKING CONDITIONS: _____

SAMPLE FORMAL OBJECTIVES

ENTRY LEVEL POSITION AS ELECTRONICS ENGINEERING TECHNICIAN, INVOLVING FIELD SERVICE AND/OR RESEARCH AND DEVELOPMENT.

POSITION AS PARK SUPERVISOR WITH REGIONAL PARK DISTRICT.

ADMINISTRATIVE MANAGEMENT POSITION, WITH FOCUS ON SPECIAL PROJECTS, PROGRAM MANAGEMENT, AND COMMUNITY RELATIONS.

BUILDING A RESUME/APPLICATION TRANSLATING A GS JOB INTO CIVILIAN TERMS

	JOB DESCRIPTION	TRANSLATION
<p style="text-align: center;">GS 204 MILITARY PERSONNEL CLERK IDENTIFICATION CARD SECTION INSTALLATION MILPO</p>	<ul style="list-style-type: none"> - ACCEPTS AND REVIEWS APPLICATIONS FOR DD FORMS 2 - VERIFIES ELIGIBILITY FOR IDENTIFICATION CARD AND ALLOWABLE PRIVILEGES - CREATES OR UPDATES DEERS FILE - PREPARES DD FORMS 2 BLANK AND ASSOCIATED DOCUMENTS - SECURES NECESSARY SIGNATURES - TAKES PHOTOGRAPHS - TRIMS PHOTOGRAPHS AND MOUNTS ON DD FORMS 2 - SEALS DD FORMS 2 IN PLASTIC AND TRIMS AS NECESSARY - ASSISTS IN THE MAINTENANCE OF FILES - COMPLIES WITH APPLICABLE PERSONNEL AND PHYSICAL SECURITY REGULATIONS - PROVIDES KNOWLEDGEABLE ASSISTANCE TO CUSTOMERS HAVING QUESTIONS ABOUT ELIGIBILITY FOR DD FORMS 2, PRIVILEGES, AND APPLICATION PROCEDURES 	<ul style="list-style-type: none"> - REVIEWS APPLICATIONS FOR ACCURACY AND COMPLETENESS - DETERMINES ELIGIBILITY FOR IDENTIFICATION CARD AND VERIFIES THE PRIVILEGES TO BE GRANTED - CREATES OR UPDATES AUTOMATED FILE ON APPLICANT USING ON-LINE EQUIPMENT - TYPES IDENTIFICATION CARD AND ASSOCIATED DOCUMENTS AND PERFORMS QUALITY ASSURANCE CHECK - SECURES NECESSARY SIGNATURES - TAKES PHOTOGRAPHS AND MOUNTS ON IDENTIFICATION CARD - PRODUCES IDENTIFICATION CARD FROM COMPONENT MATERIALS FOR ISSUE TO CUSTOMERS - HELPS TO MAINTAIN FILES - INSTRUCTS CUSTOMERS ON ELIGIBILITY, PRIVILEGES, AND APPLICATION PROCEDURES

HOW YOU CAN USE A RESUME

- **Respond to want ads:** Many want ads require a resume. For those seeking a job from a long distance, a resume is the only way to sell yourself through the mail.
- **Cold contacts:** Although not the best way of getting a job, some job seekers try to find unannounced jobs by sending their resumes to companies that their research has determined are likely potential employers. Unless you have the time to go from company to company in person, sending a resume is the only effective way to make these cold contacts.
- **Memory jogger:** Those who put an appropriate amount of time into a resume end up with a document that can help them in more than one way. Good resumes not only impress employers; they also:
 - Help you prepare for interviews
 - Help you discuss your job search with network contacts
 - Help your references remember your skills and experience
- **Job fairs:** Job fairs usually provide applicants little time to talk to prospective employers. Companies depend on resumes to help them narrow the field. You will need many copies of your resume if you are to make the most of a job fair opportunity.
- **The centerpiece of your job search:** Remember, a resume is your sales brochure. It's almost a miniature version of your job search plan. To write a good one, you've got to decide what you want to do, what the employer is looking for, and how you fit the employer's demands for a new employee. Writing a good resume helps you to plan your attack on the job market. Even if you never use the resume, you will do a better job of talking to your network contacts and potential employers if you've done a good job of writing your resume. Your resume is the thread that holds your job search together

RESUMES

THE EMPLOYER'S POINT OF VIEW

- **Why employers like resumes:**
 - Too many applicants for each job
 - Interviewing and processing applicants is expensive
 - Need to limit the field
- **What employers try to find out from resumes:**
 - Can this person perform/contribute -- do they have the skills and experience I need?
 - Will this person perform/contribute -- do they have the desire to apply what they know to the job?
 - Will this person fit in and become part of the team -- are they a team player or are they only concerned with their own success?
- **Limits:**
 - At best, it gets you an interview.
 - At worst, it can be the reason you're eliminated from consideration.
 - Its effectiveness is directly related to the degree to which it targets the situation.

RESUME TYPES

- **BASIC FORMATS:** Many books about resumes will attempt to confuse you about resume formats. In spite of what they tell you, there are really only three basic resume formats. No single format is right for everyone or every situation.
 - Chronological
 - Functional
 - Hybrid (combination of chronological and functional)
- **RESUME CONTENTS:** While there may be different resume formats, all resumes have to provide the same essential information:
 - **Heading:** Who you are and where you can be contacted (name, address and phone number). The information must be current and cannot create problems for an employer trying to reach you (e.g., overseas phone number or phone number for orderly room).
 - **Objective:** What kind of job are you looking for. Sometimes written explicitly and sometimes hidden.
 - **Qualifications/experience:** What you can do.
 - **Education/training:** What you've learned.

CHRONOLOGICAL RESUMES

- **Definition:** A format that lists your skills and experience by talking about the jobs you've held. Chronological resumes list your jobs in reverse order.
- **Principal features:** A lot of information about the jobs you've held (job title, company, dates, etc.). Complete job history.
- **Advantages:**
 - Builds a strong case for career progression. For those who are seeking the next step in a career pattern, it builds a clear picture of your readiness to move up.
 - Many employers are comfortable with chronological resumes because they can easily examine your work history and identify any gaps or lack of experience.
 - Easy to write -- just list your jobs.
- **Disadvantages:**
 - Emphasizes the lack of relevant job experience for those who are attempting to switch careers.
 - Doesn't highlight the building blocks of skills and experience that can be combined into a strong case for hiring you.
 - Concentrates on what you have done and not what you can do.

CHRONOLOGICAL RESUME

STANLEY E. WILLIAMS
51 Madison Avenue
Arlington, TX 76193-2431
(817) 245-8888

OBJECTIVE

An engineering position which makes maximum use of extensive experience in technical project supervision and program management.

PROFESSIONAL EXPERIENCE SUMMARY

Licensed Professional Engineer, Georgia. Fourteen years experience in a wide range of engineer technical and managerial positions, working with both government and private industry; included eight plus years in construction of facilities at Federal projects and on government installations. Extensive experience in computer-assisted design using state-of-the-art software systems. Twelve years engineer service as Commissioned Officer in U. S. Army Reserve.

ACHIEVEMENTS

Engineer Branch Chief 1989 - Present
U. S. Army Corps of Engineers; Dallas, TX

Managed the activities of up to 12 personnel in all phases of Government response to natural disasters and major accidents. Coordinated key aspects of contractor response to such incidents. Developed, implemented, and tested plans to minimize damage and provide timely and appropriate engineer support in hurricanes, earthquakes, floods, and other disasters. Maintained technical liaison with Federal/local agencies.

Construction Manager 1985 - 1989
U. S. Army Corps of Engineers; Fort Worth, TX

Planned, assigned, and directed construction and maintenance work at road, bridge, varied structures, and navigation/flood control projects. Coordinated military construction at selected Department of Defense installations. Inspected construction work performed by Government contractors at multiple locations. Directed engineer efforts to repair damage to Government facilities caused by hurricanes/major flooding.

Civil/Construction Engineer 1981 - 1985
U. S. Army Corps of Engineers; Tulsa, OK

Managed surveys of project sites and monitored preparation of plans and drawings. Calculated costs, evaluated environmental impact, and provided analyses for feasibility determinations. Prepared modifications of specifications, plans, construction schedules, and designed for projects. Inspected construction to ensure conformance to approved specifications and safety standards.

STANLEY E. WILLIAMS

**Construction Inspector
Maryland State Highway Administration**

1977 - 1980

Supervised and inspected road, overpass, and drainage construction at sites in seven counties. Monitored utilities installation in vicinity of construction locations. Employed specialized equipment to test soils, compaction, concrete mixes, pipes and pavements. Maintained data files and records for project site manager.

EDUCATION

- **Master of Business Administration [Management], University of Maryland, College Park, MD, 1981**
- **Bachelor of Science in Civil Engineering, Georgia Institute of Technology, Atlanta, GA, 1977**
- **Graduate, U. S. Army Command and General Staff College, Fort Leavenworth, KS, 1987**
- **Graduate, Engineer Officer Advanced Course, U. S. Army Engineer School, Fort Belvoir, VA, 1983**

FUNCTIONAL RESUMES

- **Definition:** A format that displays the functions you can perform (your skills) in the order of importance decided by you.
- **Principal features:** Boils down your experience and training into qualifications for your objective job. Functional pieces are directly related to what the employer is looking for.
- **Advantages:**
 - Emphasizes your most important qualifications.
 - Allows an employer to quickly see how you fit the requirements for the job.
 - Helps people trying to shift career fields.
- **Disadvantages**
 - Some employers don't like because it appears to conceal a spotty work history.
 - Requires a lot of work to write.
 - Must be tailored to job -- "one size does not fit all".

FUNCTIONAL RESUME

STANLEY E. WILLIAMS
51 Madison Avenue
Arlington, TX 76193-2431
(817) 245-8888

- OBJECTIVE** An engineering position which makes maximum use of extensive experience in technical project supervision and program management.
- SUMMARY OF QUALIFICATIONS** Licensed Professional Engineer, Georgia. Fourteen years experience in a wide range of engineer technical and managerial positions, working with both government and private industry; included eight plus years in construction of facilities at Federal projects and on government installations. Extensive experience in computer-assisted design using state-of-the-art software systems. Twelve years engineer service as Commissioned Officer in U. S. Army Reserve.
- ENGINEER MANAGEMENT** Managed the activities of engineer construction and operations organizations of from 8 - 12 staff members. Coordinated and controlled the construction and maintenance of multiple contractors at diverse locations. Developed and exercised control over budgets for technical and operational programs. Applied computer-assisted engineering, design, and scheduling software to meet organizational requirements.
- CONSTRUCTION** Monitored and inspected construction sites to ensure conformance of all work to approved specifications and safety standards. Coordinated military construction of roads, utilities, and varied structures at Department of Defense installations. Employed specialized equipment to test soils, compaction, concrete mixes, pipes, and pavements. Supervised construction crews and contractor operations.
- EMERGENCY OPERATIONS** Coordinated all engineer organizational efforts in response to natural disasters and major accidents. Directed contractor resources to expedite repair of damage to Government facilities and projects. Developed, implemented and tested detailed emergency response plans. Trained Government employees from several agencies in technical aspects of emergency management.
- ACHIEVEMENTS** Developed specialized training to assist engineers in effective inspection of Government contractor performance; training packages were subsequently adopted for use at seven other sites. Recognized for accident-free safety record on all project sites over successive two-year periods. Selected over peers to develop and implement organizational effectiveness team for unit consisting of 700 Government personnel.

STANLEY E. WILLIAMS

RELATED EXPERIENCE

- Engineer Branch Chief, U.S. Army Corps of Engineers; Dallas, TX, 1989 - Present
- Construction Manager, U.S. Army Corps of Engineers; Fort Worth, TX, 1985 - 1989
- Civil/Construction Engineer, U.S. Army Corps of Engineers; Tulsa, OK, 1981 - 1985
- Construction Inspector, Maryland State Highway Administration, 1977 - 1980

EDUCATION

- Master of Business Administration (Management), University of Maryland, College Park, MD, 1981
- Bachelor of Science in Civil Engineering, Georgia Institute of Technology, Atlanta, GA, 1977
- Graduate, U.S. Army Command and General Staff College, Fort Leavenworth, KS, 1987
- Graduate, Engineer Officer Advanced Course, U.S. Army Engineer School, Fort Belvoir, Va, 1983

HYBRID RESUME

- **Definition:** A format that attempts to take the best from chronological and functional formats.
- **Principal features:** Uses functional building blocks but also shows abbreviated employment history to satisfy employer's concerns about your background.
- **Advantages**
 - Avoids many of the shortcomings of functional and chronological resumes.
 - Particularly handy for those with short work history and limited number of functional building blocks.
 - Supports career shifts well.
 - Generally well received by employers.
- **Disadvantages:**
 - Forces you to use space well.
 - For those with many skills and a long employment history, may be hardest to write.

HYBRID RESUME

JAMES L. JONES
123 Sunny Street
Tacoma, WA 94647
(206) 583-1234

OBJECTIVE

An entry level position in the personnel department utilizing past experience and training with the opportunity for professional growth based on performance.

SUMMARY OF QUALIFICATIONS

Over two years experience as a personnel management clerk processing client records and status reports. Performed general clerical duties as an administrative office assistant. One year experience as a supervisor and trainer of personnel. Received regional recognition for outstanding performance of duties.

PERSONNEL CLERK

Compiled and processed status reports and client records quickly and efficiently for over 1,000 personnel. Received recognition for exceptional job performance. Created and implemented an office procedure that ensured delivery of information in a timely manner. Used a computer system to update personnel information. Prepared and maintained personnel reports and statistics for upper level management.

SUPERVISOR TRAINER

Supervised personnel performing support maintenance on communications equipment. Cross trained personnel in job duties which resulted in reduced supervision requirements and a savings in overtime hours. Maintained records and prepared work orders. Performed preventive maintenance checks and services. Ensured adequate stock quantities of repair parts, supplies and technical publications were available.

RELATED EXPERIENCE

- Tactical Satellite/Microwave System Repairer, U.S. Army, 1990 - 1992
- Personnel Management Clerk, U.S. Army, 1984 - 1990

EDUCATION

- Supervisory Course, U.S. Army, 1990
- Certificate, Personnel Management and Supervision Courses, Hartford Community College, Bel Air, MD, 1986
- Supervisory Course, U.S. Army, 1990
- Certificate, Personnel Management Specialist Course, U.S. Army, 1984
- Certificate, Administrative Specialist Course, Monroe School of Correspondence, 1983

RESUME STRATEGY

- **Identifying the target:** To be effective, your resume must fit the job opportunity and the potential employer. Think of a potential employer as a target and your resume as an operation order or battle plan. The plan must fit the target. In order to do this right, you've got to pay attention to:
 - **The objective:** Whether your objective is written into the resume or spelled out up-front, your resume must match up well with your objective and your objective must match up well with the company getting your resume.
 - **Research:** Focusing in on your target requires good intelligence information. You've got to do your homework to find out:
 - **Appropriate language and terminology**
 - **Prerequisites (education, certificates, security clearance, etc.)**
 - **Relevant skills and experience**
 - **Corporate/industry culture**
 - **What format do they like**
 - **What are the important buzz-words**
 - **What's important to employer**
 - **Availability of jobs and details on available jobs**
 - **Identifying the hiring official/office (including address and phone number):** Can't do a good job of zeroing in on your target if you don't know who will read it. Find out who will do the hiring (usually not the personnel department) and get the resume to that person.
- **Picking the right format**
 - **Desires of the employer:** What do your network contacts advise?
 - **Progression versus career shift:** Are you staying in the same career field or shifting to a new one?

- Depth of experience: Do you have enough employment experience to make a chronological resume look good?
- Experimentation -- trying them on for size
- Resume writer helps you by automatically producing both a chronological and hybrid version.
- **Avoiding disqualification**
 - Identify your qualifications clearly (essential prerequisites)
 - Don't use a slipshod resume -- grammar and appearance do count
 - Don't lie or do a snowjob
 - Don't wash your dirty laundry in public: If you've been fired or have a weakness, don't tell the whole world about it. You will have the opportunity to discuss this in an interview.
 - Limit information to that which is needed and nothing else
- **Demonstrate that you are the perfect match**
 - Tailor the resume to the job and employer
 - Multiple resumes -- one for each "group" of job opportunities
 - Focus on objective, employer's needs/concerns, and relevant skills and experience
 - Do your homework and research
 - Clearly identify your achievements and potential
- **Get your resume to the right person:** Use cover letters to make sure your research pays off and the right person receives your resume.

RESUME TIPS

- **Form**
 - Keep it short
 - Use white space and adequate margins
 - No cheap tricks or hype
- **Paper**
 - Neutral and dignified
 - Matching paper and envelopes for cover letters
 - Reasonable cost -- no one ever got a job because they spent a bundle on paper
- **Production.**
 - Printing -- laser master and professional duplication
 - Quantities -- limit to what you need, but never be without a resume
- **Language**
 - Targets needs of employer
 - Tight and concise
 - Specific
 - Action verbs
 - Use the employer's terminology
 - Avoid military/government terms and abbreviations unless you are applying for a defense job where such terms are understood and desired.

- Watch grammar and spelling. Keep it simple and correct. No one is impressed by big words that are misspelled or used incorrectly.
- Eliminate personal pronouns (Examples: I, we, me)

Get rid of excess baggage

- Personal information (age, gender, children, marital status, health, etc.). It's illegal for employers to use this information to choose a new employee. Since it can't help you and might hurt, why waste the space.
- References. They take up room that you need for the meat of your resume. You will usually give references on an employment application, in your cover letter, or on a separate sheet of paper.
- Unnecessary information
- Obvious statements -- "References furnished upon request"
- Hobbies (unless absolutely related to your objective and needed to demonstrate experience)
- Social organizations
- Salary history or demands (avoid this information, but use cover letter or attachment if necessary)

ACTION VERBS FOR RESUME/APPLICATIONS

ACCOMPLISHED	DETERMINED	INSTALLED	RECOMMENDED
ACHIEVED	DEvised	INSTITUTED	RECORDED
ACQUIRED	DIRECTED	INSTRUCTED	RECRUITED
ACTIVATED	DISTRIBUTED	INSTRUMENTED	REDUCED
ADAPTED	DROVE	INTEGRATED	REFINED
ADAPTED	DUPLICATED	INTERPRETED	RELATED
ADJUSTED	EDITED	INTERVIEWED	REORGANIZED
ADMINISTERED	EDUCATED	INTRODUCED	REPORTED
ADVERTISED	EFFECTED	INVENTED	REPRESENTED
ADVISED	ENLARGED	INVESTIGATED	RESEARCHED
ALLOCATED	ENLISTED	LECTURED	RESOLVED
ANALYZED	ENSURED	LED	RESPONDED
APPLIED	EQUIPPED	LOCATED	RESTORED
APPROVED	ESTABLISHED	MAINTAINED	RESTRUCTURED
ARRANGED	ESTABLISHED	MANAGED	RETRIEVED
ASSEMBLED	ESTABLISHED	MANIPULATED	REVIEWED
ASSISTED	EVALUATED	MARKETED	REVISED
BALANCED	EXAMINED	MEASURED	SCHEDULED
BOUGHT	EXECUTED	MINIMIZED	SELECTED
BUDGETED	EXHIBITED	MODERNIZED	SERVED
BUILT	EXPANDED	MODIFIED	SET UP
CALCULATED	EXPEDITED	MONITORED	SHIPPED
CATALOGUED	EXPLAINED	MOTIVATED	SOLD
CHAired	FABRICATED	NEGOTIATED	SOLVED
CHANGED	FACILITATED	NOTIFIED	SORTED
CHECKED	FAMILIARIZED	OBSERVED	SPECIFIED
CLEANED	FED	OBTAINED	STAFFED
COLLABORATED	FINALIZED	OPERATED	STANDARDIZED
COMPILED	FINANCED	ORGANIZED	STARTED
COMPLETED	FORMULATED	OVERHAULED	STRENGTHENED
COMPOSED	GENERATED	OVERSAW	STRUCTURED
COMPUTED	GOVERNED	PACKED	STUDIED
CONCEIVED	GUARANTEED	PATROLLED	SUPERVISED
CONCEPTUALIZED	GUIDED	PERSUADED	SUPPLIED
CONCILIATED	HANDLED	PHOTOCOPIED	SUPPORTED
CONDENSED	HEADED	PLANNED	SURVEYED
CONDUCTED	HELPED	PREPARED	SYNTHESIZED
CONSTRUCTED	HIRED	PRESENTED	TAUGHT
CONSULTED	IDENTIFIED	PRESIDED	TRACKED
CONTRACTED	ILLUSTRATED	PROCESSED	TRAINED
CONTROLLED	IMPLEMENTED	PRODUCED	TRANSFERRED
COORDINATED	IMPROVED	PROGRAMMED	TRANSLATED
CORRECTED	INCREASED	PROMOTED	TRANSMITTED
COUNSELED	INDEXED	PROPOSED	TRANSPORTED
CREATED	INDOCTRINATED	PUBLICIZED	TYPED
DECIDED	INFLUENCED	PUBLISHED	UPDATED
DEFINED	INFORMED	PURCHASED	UPGRADED
DELEGATED	INITIATED	QUANTIFIED	USED
DEMONSTRATED	INNOVATED	QUESTIONED	VERIFIED
DESIGNED	INSPECTED	RECEIVED	WROTE

RESUME/APPLICATION

WORKSHEET 1

ENTER ALL JOBS YOU HAVE HELD SINCE YOU BEGAN WORKING. ENTER THEM IN REVERSE ORDER (BEGIN WITH YOUR CURRENT JOB AND WORK BACKWARDS). IF YOU WERE IN SCHOOL FOR A LONG PERIOD (1 YEAR OR MORE), ENTER IT TO ACCOUNT FOR ALL PERIODS OF TIME. PHOTOCOPY CONTINUATION SHEETS IF YOU NEED MORE ROOM.

[illegible]

RESUME/APPLICATION **WORKSHEET 2**

POSITION/JOB TITLE	LOCATION	BEGIN DATE	END DATE

- **COMPLETE THIS SHEET FOR EACH POSITION/JOB ENTERED ON RESUME/APPLICATION WORKSHEET 1.**
- **LIST SPECIFIC TASKS YOU ACCOMPLISHED USING ACTION VERBS. ALWAYS TRANSLATE GOVERNMENT SERVICE TERMS INTO PUBLIC SECTOR TERMS.**
- **WHENEVER POSSIBLE PUT A QUANTITY.**
- **WHEREVER POSSIBLE, ENTER YOUR ACHIEVEMENTS.**

WHAT YOU DID	QUANTITY	ACHIEVEMENTS

RESUME/APPLICATION WORKSHEET 3

EDUCATION

INSTITUTION	CITY/STATE	DEGREE/DIPLOMA	FIELD OF STUDY	DATE

TRAINING

COURSE TITLE	LOCATION	LENGTH	DATE	CERTIFICATE/RATING

EXERCISE

IDENTIFICATION OF FUNCTIONAL SKILL TITLE

Resume Writer - Edit Functional Skill Information03/19/91

>> Functional Skill <<<
Order in which to print: 2 of 3

Title. CONSTRUCTION

Skill Description

>> Press <F1> for Help <<<Please refer to Resume Worksheet 2.

Enter information for each skill. Press <F4> to view sample screen.

Press <F10> to save information. Press <Esc Esc> to abandon changes.

Resume Functional Skill Information Edit Screen

-
1. Review your objective.
 2. If you were an employer hiring someone for your dream job, what would you be looking for? What skills, experience, and characteristics?
 3. Review your Resume Worksheet 2 and other worksheets to see what you have that matches up with what you think the employer will be looking for.
 4. In the space below, identify no less than three functional skill titles that you will use to convince an employer to hire you.

EXERCISE

SUMMARY OF QUALIFICATIONS

Resume Writer - Summary of Qualifications	03/14/91
---	----------

>> Summary <<

Summary of Qualifications:
Licensed Professional Engineer, Georgia. Fourteen years experience
in a wide range of engineer technical and managerial positions.
working with both government and private industry

>> Press <F1> for Help <<
Enter your Qualification Summary
Press <F4> to view sample screen
Press <F10> to save information. Press <Esc Esc> to abandon changes.

Resume Summary of Qualification Screen

1. Review your functional building blocks and objective.
2. If the employer read nothing but the summary, how would you sell him or her on you as the best candidate?
3. In two to three short sentences, or phrases, write a summary that will make the employer want to read the rest of the resume and talk to you. Make sure it agrees with your objective and functional skills.

EXERCISE FUNCTIONAL SKILL ENTRY

Resume Writer - Edit Functional Skill Information		03/19/91
>> Functional Skill <<< Order in which to print: 2 of 3		
<div style="border: 1px solid black; padding: 5px;"><p>Title CONSTRUCTION</p><p>Skill Description Monitored and inspected construction sites to ensure conformance of all work to approved specifications and safety standards.</p></div>		
<div style="border: 1px solid black; padding: 5px;"><p style="text-align: center;">>> Press <F1> for Help <<<</p><p>Enter information for each skill Please refer to Resume Worksheet 2. Press <F4> to view sample screen Press <F10> to save information Press <Esc Esc> to abandon changes.</p></div>		

Resume Functional Skill Information Edit Screen

-
1. Take one of the functional skills you identified.
 2. Review your worksheets describing your jobs and what you did on each.
 3. Build a short paragraph that proves you can perform this function. Be sure to be specific as to accomplishments and always quantify when possible. Use action verbs.

EXERCISE EMPLOYMENT INFORMATION

Resume Writer - Employment Information		03/14/91
>> Employment Information << Job: 1 of 3		
Job Title: Engineer Branch Chief Employer : U S. Army Corps of Engineers: Dallas, TX Beginning Year: 1989 End Year Present		
Description of Job Managed the activities of up to 12 personnel in all phases of Government response to natural disasters and major accidents. Coordinated key aspects of contractor response to such incidents		
Enter Option	Press <F1> for Help << <A>dd Job <F4> View Sample <N>ext Job <E>dit Job <D>elete Job <P>revious Job <Esc Esc> Return to Element Menu	

Resume Employment Information Screen

1. Take one job you've held that you believe qualifies you for your desired or targeted job.
2. Review your resume worksheets you used to break the job into tasks and accomplishments.
3. Using the proper format, identify the job and describe your duties and performance in a way that proves you are fully qualified to do the job.

EXERCISE RESUME HEADING

Resume Writer - Resume Heading Information		03/14/91
Personal Information for SSN: 000-00-0000		
Last Name ...	: WILLIAMS	
First Name ...	: STANLEY	
Middle Initial ...	: E	
Address :	51 Madison Ave.	
City ...	Arlington	
State ...	TX	Zipcode: 76193-2431
Telephone ...	(817) 245-8888	

====>> Press <F1> for Help <<=====

You may edit this information by typing over the existing data.
Use <Enter> to move from block to block.
Press <F10> to save information. Press <Esc Esc> to abandon changes.

Resume Heading Information Screen

-
1. Write your name, address, and phone number the way you would want it to appear on your resume.
 2. Identify an alternate version of address and phone number that may be needed in the future and identify the date when you will start using it.

EXERCISE RESUME OBJECTIVE

Resume Writer - Objective	03/14/91
>> Objective <<	
Formal Job Objective An engineering position which makes use of extensive experience in technical project supervision and program management	
>> Press <F1> for Help <<	
Enter your Objective. Please refer to Objective Worksheet 6 Press <F4> to view sample screen. Press <F10> to save information. Press <Esc Esc> to abandon changes.	

Resume Job Objective Screen

1. Review your objective worksheets.
2. Put yourself in the employer's shoes and determine what kind of jobs you might have and what you would look for in an applicant's objective statement.
3. Write one to three short phrases that describe your objective job in telegraphic form.

EXERCISE EDUCATION

Resume Writer - Education Information		03/14/91												
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;"> >> Education <<< Order in which to Print: 1 of 2 </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 2px;">Year.</td> <td style="padding: 2px;">1981</td> </tr> <tr> <td style="padding: 2px;">Degree/Cert.</td> <td style="padding: 2px;">Master of Business Administration (Management)</td> </tr> <tr> <td style="padding: 2px;">School....</td> <td style="padding: 2px;">University of Maryland, College Park, MD</td> </tr> </table> </div>			Year.	1981	Degree/Cert.	Master of Business Administration (Management)	School....	University of Maryland, College Park, MD						
Year.	1981													
Degree/Cert.	Master of Business Administration (Management)													
School....	University of Maryland, College Park, MD													
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;"> Press <F1> for Help <<< <N>ext Item </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 2px; vertical-align: top;">Enter Option</td> <td style="padding: 2px;"><A>dd Item</td> <td style="padding: 2px;"><F4> View Sample</td> <td style="padding: 2px;"><P>revious Item</td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;"><E>dit Item</td> <td style="padding: 2px;"><D>elete Item</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"></td> <td colspan="3" style="padding: 2px;"><Esc Esc> Return to Element Menu.</td> </tr> </table> </div>			Enter Option	<A>dd Item	<F4> View Sample	<P>revious Item		<E>dit Item	<D>elete Item			<Esc Esc> Return to Element Menu.		
Enter Option	<A>dd Item	<F4> View Sample	<P>revious Item											
	<E>dit Item	<D>elete Item												
	<Esc Esc> Return to Element Menu.													

Resume Education Information Screen

1. Review resume worksheet #3 – the one with education and training listed on it.
2. Look at your objective and ask yourself what kind of education and training an employer would consider important to the hiring decision.
3. Using the resume writer format, list your pertinent education and training.

FEDERAL RESUME INFORMATION

The following is the information needed to apply to federal positions:

- Announcement Number and Title/Grades of the job for which you are applying.
- Full name, mailing address and day/evening phone numbers.
- Social Security Number
- Country of citizenship.
- Veterans' preference.
- Reinstatement eligibility.
- Highest Federal civilian grade held.
- High School (city/state & date of diploma/GED)
- Colleges and Universities (city/state, majors & type/year of degrees received).
- Paid and nonpaid work experience related to the job for which you are applying:
 - Job Title (series and grade if Federal job)
 - Duties and accomplishments
 - Employer's name and address
 - Supervisor's name and phone number
 - Starting and ending dates (month and year)
 - Hours per week
 - Salary
- Indicate if they may contact current supervisor
- Job-related:
 - Training courses
 - Skills
 - Certificates and licenses
 - Honors, awards and special accomplishments

OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

You may apply for most jobs with a resume, this form, or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job

1 Job title in announcement		2 Grade(s) applying for		3 Announcement number	
4 Last name First and middle names				5 Social Security Number	
6 Mailing address				7 Phone numbers (include area code)	
City		State		Daytime ()	
		ZIP Code		Evening ()	

WORK EXPERIENCE

8 Describe your paid and nonpaid work experience related to the job for which you are applying Do not attach job descriptions.

1) Job title (if Federal, include series and grade)

From (MM/YY)	To (MM/YY)	Salary \$	Per	Hours per week
Employer's name and address				Supervisor's name and phone number
				()

Describe your duties and accomplishments

2) Job title (if Federal, include series and grade)

From (MM/YY)	To (MM/YY)	Salary \$	Per	Hours per week
Employer's name and address				Supervisor's name and phone number
				()

Describe your duties and accomplishments

9 May we contact your current supervisor?

YES [] NO [] ▶ If we need to contact your current supervisor before making an offer, we will contact you first.

EDUCATION

10 Mark highest level completed Some HS [] HS/GED [] Associate [] Bachelor [] Master [] Doctoral []

11 Last high school (HS) or GED school Give the school's name, city, State, ZIP Code (if known), and year diploma or GED received.

12 Colleges and universities attended Do not attach a copy of your transcript unless requested.

Name			Total Credits Earned		Major(s)	Degree - Year (if any) Received
			Semester	Quarter		
1)						
City	State	ZIP Code				
2)						
3)						

OTHER QUALIFICATIONS

13 Job-related training courses (give title and year). Job-related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.)
Job-related certificates and licenses (current only) Job-related honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards) Give dates, but do not send documents unless requested.

GENERAL

14 Are you a U.S. citizen? YES [] NO [] ▶ Give the country of your citizenship.

15 Do you claim veterans' preference? NO [] YES [] ▶ Mark your claim of 5 or 10 points below.

5 points [] ▶ Attach your DD 214 or other proof. 10 points [] ▶ Attach an Application for 10-Point Veterans' Preference (SF 15) and proof required.

16 Were you ever a Federal civilian employee? NO [] YES []	▶ For highest civilian grade give	Series	Grade	From (MM/YY)	To (MM/YY)

17 Are you eligible for reinstatement based on career or career-conditional Federal status?

NO [] YES [] ▶ If requested, attach SF 50 proof.

APPLICANT CERTIFICATION

18 I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE	DATE SIGNED
-----------	-------------

WHAT A COVER LETTER CAN DO FOR YOU

- **Gets the resume to the right person:** Prevents your resume from going to the mail clerk in the personnel department. Only works when you have identified the "right person."
- **Identifies the specific job you're seeking:** Don't assume the employer will be receiving resumes for only one job or type of job. To avoid confusion, your cover letter lets the recipient accurately link your resume to a job opening and, if necessary, route your resume to the hiring official.
- **Persuades reader to read your resume:** Employers have better things to do than read resumes for the fun of it. You may be one of dozens or even hundreds of applicants. The employer would like to cut down on his or her reading and it's easier to read a cover letter than a resume. A good cover letter can make sure your resume is one that gets read.
- **Focuses the resume to the specific job opportunity -- shows how the resume fits the requirements:** While everyone would like to tailor their resume to each and every job opportunity and employer, it seldom is possible. Most of the time, you will use the same resume for a number of job openings. Your cover letter personalizes your resume by "speaking" directly to the specific job opportunity (want ad, job announcement, etc.).
- **Provides information not contained in the resume:** Not everything should or can fit into your resume. Some information is needed only when requested or indicated. For example, resumes normally don't contain the names of references or a salary history. If required by the employer, that information can be provided easily in a cover letter or an enclosure to the cover letter.
- **Presents an initial impression of you -- the appearance, grammar and tone tell the employer a great deal about you:** Like the resume, the cover letter is part of your total sales package. A good cover letter can help convince an employer that you should be interviewed.
- **Sets the stage for the future:** Tells the employer what you intend to do to pursue the job opportunity (e.g., call on a certain day and time).

- **Employer's Point of View:**
 - Too many resumes received -- Why should I read this resume?
 - Why did they send this to me?
 - Is this the kind of person I want to hire?
- **Limits and Hazards:**
 - Cannot provide detailed information.
 - Can cause immediate rejection.
 - Is only as good as the preparation and research that go into it.

COMPONENTS AND STRUCTURE

Normally, cover letters are short (half to two-thirds of a page) letters that usually contain three main paragraphs or ideas. In total, there are seven parts:

- **Heading:** Should be the same heading as used on your resume. Make sure that the address and phone number are accurate.
- **Address:** Should match the address on the envelope. Do your research and identify the specific address of the person you want to read your resume (e.g., department, branch, etc.). If you can't identify a name, at least make sure you get the right department and title (e.g., Manager, Service Department).
- **Salutation:** The usual "Dear so and so" that begins a letter. Must agree with address. Don't use cop-out salutations such as "To Whom It May Concern" or "Dear Sir or Madam." Do your research to identify the person you want to read your letter and use that person's name. If you're unable to identify a name, it's okay to use a title. One example might be: Dear Service Department Manager.
- **First paragraph(s):** Normally one paragraph, but can be more if essential. The purpose of this paragraph is to:
 - Tell the reader who you are.
 - Identify the reason you're writing (date of ad or job announcement number)
 - Identify person who referred you to the company (if appropriate and if you have permission)
- **Second paragraph(s):** Also normally one paragraph. The purpose of this paragraph is to provide the information needed to convince the reader to look at your resume. This paragraph:
 - Tells why you ought to be hired -- how your skills and experience match up with their needs
 - Provides relevant information not found in the resume (e.g., security clearance)
 - Highlights strengths and diverts concerns regarding perceived shortcomings

- **Third paragraph(s):** Usually one paragraph in length. This is your call for action. In this paragraph you:
 - Close your sales-pitch
 - Define the next step. Tells the reader what you intend to do next (e.g, call or visit). This paragraph is where you separate yourself from those applicants who just "hope" they'll be contacted. Remember, you want to show a true desire for the job and a willingness to work for it.
- **Closing and signature block:** Normally, you end your letter with the word "sincerely" and a signature block.

Stanley E. Williams
51 Madison Ave.
Arlington, TX 76193-2431
(817) 245-8888

Mr. William Davis
Richmond Construction
2320 Georgia Avenue
Atlanta, GA 30010

April 12, 1995

Dear Mr. Davis:

Mr. Phil Rogers of Newlin Construction recommended that I write you concerning my desire to work in the construction field in the Atlanta area. I am in the process of leaving the Army Corps of Engineers after twelve years of service and am interested in an engineering position with a large, successful company like Richmond Construction.

As you can see from the attached resume, I have over sixteen years of experience in project supervision and management. My Army Corps of Engineers experience has helped me to develop the ability to work independently to accomplish any task.

I look forward to the opportunity to discuss my qualifications with you in person. I will be in the Atlanta area during the week of May 10th and will call you on Monday, April 27th, to schedule an appointment. If you wish to contact me sooner, please leave a message at (333) 987-6543 or write to the above address.

Sincerely,

Stanley E. Williams

COVER LETTER STRATEGY

Like every great general, your success will depend on a sound strategy. Your strategy should include:

- **Compatibility with resume:** Your resume and cover letter must work together. You know your resume well and can write a cover letter that will:
 - Prevent inconsistencies between the two. Unless you have a split personality, the resume and cover letter must agree.
 - Present the same tone and image. Since the resume and cover letter are all that the employer will use to decide if you should be interviewed, it's important to make the cover letter as professional as your resume.
- **Do the research:** A good cover letter requires detailed research. You need information to do a good job. Try to identify:
 - Who should it be sent to? Shoot for a name and title. If necessary, a department will do. Make sure your target is the person who will be doing the hiring. That is usually not the personnel department.
 - What are the "buttons" to push? Look at the want ad or job announcement. Usually, the employer will tell you the kinds of qualities they're looking for. Your networking should have taught you a lot about the occupation and kind of company you're pursuing. Use the language of the employer to show that you will fit in.
 - What are the stated prerequisites of the job or, if cold call, the likely expectations of an employer? You only have half a page to convince the reader that you're a solid candidate. The best way to do that is to thoroughly understand what they're looking for.
- **Identify essential elements of the job opportunity and compare with your qualifications:** Based on your research, how well do you match up with the job requirements? Do you have the experience, training, and skills?
- **Identify shortcomings/lack of qualifications that must be finessed:** Employers aren't stupid. If you have an apparent shortcoming, they'll find it. Decide how you will lessen the importance of shortcomings (e.g., emphasize experience in lieu of education).

- **Identify strengths you want to highlight:** You probably have many strong skills, valuable experience, and important training. Decide your most important selling points and how you will emphasize them.
- **Develop plan for action:** Remember, an effective cover letter ends with a call for action -- a commitment to do something. Decide what you can and will do and make sure you follow through.

COVER LETTER TIPS

- **Form**
 - Keep it to less than one page in length
 - Use standard business correspondence format
 - No flashy tricks or unusual attention grabbing techniques
- **Paper -- same as used for resume**
- **Production -- use the cover letter writer**
- **Language**
 - Same attention to grammar and spelling as in resume
 - Make your letter concise
 - Use a tone that says you can get the job done -- don't be passive
 - Use the employer's terminology and avoid ^{gov/}military jargon
- **Avoid duplicating information contained in the resume**
- **Bridge the gap between what the employer needs to see and what's in the resume**
- **Provide only essential information**
- **If someone has suggested you write a company, don't use the referring individual's name without their permission**
- **If at all possible, end the letter on a note of action. Tell them when you will call and then keep your promise.**

USING THE RESUME WRITER TO CREATE COVER LETTERS

Resume Writer - Cover Letter Address Information	04/23/91
<div>Addressee Information</div> <div>Name... Pete Lane Company... Kiewit Eastern Construction Company Address... 352 Turnpike Road City... Southborough State... MA Zipcode... 01772 Letter Opening... Dear Mr Lane.</div>	
<div>>> Press <F1> for Help << You may edit this information by typing over the existing data Use <Enter> to move from block to block Press <F4> to view sample screen. Press <F10> to save changes Press <Esc Esc> to add/edit cover letter.</div>	

This is the computer screen used to enter your cover letter address. You will start with your current address and can change it as necessary.

Resume Writer - Cover Letter Text	04/23/91
<div>>> Paragraph <<</div> <div>Paragraph Number: 1 of 4 In response to your advertisement in the Washington Post, I would like to submit my credentials for your consideration for the construction foreman vacancy you are seeking to fill.</div>	
<div>>> Press <F1> for Help << Enter <A>dd Paragraph <F4> View Sample <N>ext Paragraph Option: <E>dit Paragraph <D>elete Paragraph <P>revious Paragraph <Esc Esc> Return to Element Menu</div>	

This is the computer screen you will use to enter each paragraph of your cover letter. You may create up to four paragraphs and can decide the order in which you want them to appear in the letter.

EXERCISE **COVER LETTER**

1. ASSUME YOU ARE APPLYING FOR YOUR OBJECTIVE JOB.
 2. DECIDE WHAT AN EMPLOYER WOULD WRITE IF PLACING A WANT AD FOR THAT JOB.
 3. REVIEW YOUR RESUME WORKSHEETS AND EXERCISES.
 4. WRITE A **BRIEF** THREE PARAGRAPH COVER LETTER THAT:
 - ADDRESSES THE JOB REQUIREMENTS (SKILLS, EXPERIENCE, AND TRAINING)
 - WORKS WELL WITH YOUR FUTURE RESUME
 - CONTAINS A CALL FOR ACTION
-

JOB SEARCH PROCESS

BASED ON JOB OBJECTIVE:

- **ESTABLISHING AND USING NETWORKS**
- **FINDING JOB OPENINGS**
- **EXPANDING OPPORTUNITIES**
- **GETTING INTERVIEWS**

SOURCES OF JOBS

- **JOB MARKET VERY DYNAMIC**

- **OPENINGS CHANGE ALMOST DAILY**

- **100 - 200 CONTACTS YIELD:**
 - **6 INTERVIEWS**

 - **1 -2 GOOD JOB OFFERS**

- **OPEN JOB MARKET**

- **"HIDDEN" JOB MARKET**

EXPLORING THE OPTIONS

Researching the job market is the next step. We suggest that you investigate what is in print. Subscribe to newspapers in the area to which you will be moving. Read the business pages and employment ads for business trends and companies who are hiring. When you arrive in your new community, investigate the following for career information:

Public Libraries

County Business and Government Libraries

Career Centers at local Community Colleges

Career Centers at Universities and private Colleges

Employment Development Department (State & country offices)

Your local Chamber of Commerce

Job Banks

Union hiring halls

Employment Agencies, executive search firms - "head hunters"

Job hot lines: call companies to inquire if there is a hot line number

What to look for in print.

County Labor Market Information: Prepared by the State Employment Development Departments, this report is updated annually. It contains forecasts of labor force and employment by industry, as well as requirements, outlook, and wages for selected occupations in the county.

Occupational Outlook Handbook and Occupational Outlook Quarterlies: Published by the U. S. Dept. of Labor, the handbook groups occupations in 13 clusters and describes about 300 jobs. Information included: nature of the work, training requirements, earnings, working conditions, and where to write for more information. The **Quarterlies** contain information about current and often unusual occupations, including a more thorough presentation about the selections.

Dictionary of Occupational Titles, still another publication of the U. S. Dept. of Labor. In this book you will find listings of over 200,000 separate occupations describing training time, interests, physical demands, working conditions, and tasks performed of each occupation listed.

Federal Career Digest is published by the Office of Personnel Management and lists federal job openings, grouped by career category.

The Enhanced Guide for Occupational Exploration, published with data from the Department of Labor provides job descriptions for the 2,500 most important jobs in America. The Guide lists occupations within related clusters, provides required skills and abilities, gives salary levels and the overall outlook for the occupation.

The Jobs Rated Almanac and Jobs '9* (updated annually) are commercially published books which provide condensed job descriptions, occupational outlook, and the addresses of various Associations which can provide more information about the career field.

Information about specific companies will be found in the company's annual report, Dun and Bradstreet's **Reference Book Corporate Managements** and so on.

Most libraries include directories of non-profit organizations, government agencies, and professional associations.

"HIDDEN" JOB MARKET

- **85% OF OPENINGS**
- **NOT OPENLY ADVERTISED**
- **CONTACT THROUGH:**
 - **PROFESSIONAL REFERENCES**
 - **NETWORK**

PROFESSIONAL REFERENCES

- **SUCCESSFUL PEOPLE**
- **KNOW A LOT ABOUT YOU**
- **KNOW A LOT ABOUT YOUR ACHIEVEMENTS**
- **SOME FROM OUTSIDE GOVERNMENT**

PROFESSIONAL REFERENCES

EXERCISE

**DEFINITION: PROFESSIONAL REFERENCE - A PERSON WHO CAN GIVE
POTENTIAL EMPLOYERS INFORMATION AS TO YOUR
EXPERIENCE, ABILITIES, CHARACTER, WORK ETHICS, AND
QUALIFICATIONS.**

LIST FIVE PROFESSIONAL REFERENCES

1. _____
2. _____
3. _____
4. _____
5. _____

- **WHAT DO YOU KNOW ABOUT THEM?**

- **WHAT DO THEY KNOW ABOUT YOU?**

- **WHY WOULD EACH BE A GOOD PROFESSIONAL REFERENCE?**

REFERENCE WORKSHEET

NAME:	
COMPANY:	TITLE:
ADDRESS:	
WORK PHONE:	HOME PHONE:
DIRECT CALLS TO <input type="checkbox"/> WORK <input type="checkbox"/> HOME; FROM _____ HRS TO _____ HRS	
CAN TALK ABOUT (SKILLS, EXPERIENCE, ETC.)	
CONTACTED ON:	SENT RESUME ON:

NAME:	
COMPANY:	TITLE:
ADDRESS:	
WORK PHONE:	HOME PHONE:
DIRECT CALLS TO <input type="checkbox"/> WORK <input type="checkbox"/> HOME; FROM _____ HRS TO _____ HRS	
CAN TALK ABOUT (SKILLS, EXPERIENCE, ETC.)	
CONTACTED ON:	SENT RESUME ON:

NETWORK

**DEFINITION: A GROUP OF PEOPLE YOU HAVE IDENTIFIED
WHO WILL PROVIDE YOU INFORMATION
ABOUT**

- **THE JOB MARKET**
- **YOUR TARGET OCCUPATION**
- **POTENTIAL OPENINGS**
- **AND TELL POTENTIAL EMPLOYERS ABOUT YOUR
AVAILABILITY**
- **EVERYONE HAD TO START SOMEWHERE -
PEOPLE LIKE TO SHARE THEIR EXPERIENCE**
- **EMPLOYERS FOLLOW THE SAME RULES**

NETWORK EXERCISE

DEFINITION: NETWORK - A GROUP OF PEOPLE YOU HAVE IDENTIFIED WHO WILL PROVIDE YOU INFORMATION ABOUT THE JOB MARKET, YOUR TARGET OCCUPATION, POTENTIAL OPENINGS, AND TELL POTENTIAL EMPLOYERS ABOUT YOUR AVAILABILITY.

- **LIST 10 PEOPLE WHO WILL BE IN YOUR NETWORK**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

- **BESIDE EACH NAME:**

- **INDICATE HOW WELL THEY KNOW YOU**

- **INDICATE HOW YOU WILL CONTACT THEM**

ACTIVATING YOUR NETWORK

WHAT DO YOU WANT FROM YOUR NETWORK?

- **INFORMATION**
- **OTHER CONTACTS FOR YOUR NETWORK**
- **ADVICE**
- **EXPOSURE**

AT THE INFORMATIONAL INTERVIEW

- **ESTABLISH YOUR SKILLS/CREDENTIALS**
- **SEEK INFORMATION ABOUT YOUR JOB FIELD**
 - **SKILLS NEEDED**
 - **ARE THERE JOB OPENINGS?**
 - **GENERAL SALARY RANGE**
 - **KNOW OF ANY OPENINGS IN THE AREA?**
- **ALWAYS TRY OR GET AT LEAST TWO REFERRALS TO OTHERS IN THIS FIELD.**
- **CAN YOU USE THEIR NAME?**
- **LEAVE A COPY OF YOUR RESUME**

SAMPLE: REQUEST FOR INFORMATIONAL INTERVIEW:

April 14, 1995

Ms. _____
Personnel Manager
Syntex Pharmaceutical Corporation
Palo Alto, California 94504

Dear Ms. _____:

Ms. Janet Haywood of Eli Lilly Corporation referred me to you as someone who might be of assistance in my exploration of the field of personnel management.

Presently I am enrolled in the Business Administration Program at John F. Kennedy University and expect to graduate this May with a B.A. I am very interested in the field of personnel management and have experience as a Personnel Assistant with the U. S. Army Corps of Engineers. At this time I am developing career plans and I am looking into opportunities within the field.

I would appreciate any suggestions or information you might be able to give me. I will call next week to arrange a meeting with you.

Sincerely,

Name
9999 Regent Street
San Francisco, California 94148

EMPLOYMENT AGENCIES

- **PLAY IN "HIDDEN" JOB MARKET**
- **PLACEMENT AGENCIES**
- **"EXECUTIVE" PLACEMENT**
- **EXECUTIVE DEVELOPMENT AGENCIES**

OTHER TECHNIQUES

- **TELEPHONE DIRECTORY**
- **COMPANY LITERATURE**
- **LIBRARY REFERENCE MATERIAL**
- **LETTERS TO COMPANIES**

PUBLIC JOB SOURCES

- **CLASSIFIED ADVERTISEMENTS**
 - "BLIND" ADS
 - "OPEN" ADS

- **SPECIALIZED PAPERS AND JOURNALS**

- **LABOR ORGANIZATIONS**

- **PUBLIC SECTOR AGENCIES**
 - DEPARTMENT OF LABOR COUNSELORS
 - STATE EMPLOYMENT AGENCIES
 - FEDERAL, STATE, COUNTY, AND MUNICIPAL AGENCIES

- **JOB FAIRS**
 - INFORMATION COLLECTION
 - COMPANY EVALUATIONS
 - NETWORK SOURCE

Employee Counseling And Assistance Program (ECAP)

ECAP counselors provide short-term counseling services and referral, when appropriate, to community resources. Professional services are available to deal with a wide range of employee needs, including, but not limited to, the following:

- * Emotional
- * Family
- * Job Performance
- * Separation/Divorce
- * Stress Management
- * Alcohol/Drug Related
- * Alcohol/Drug Rehabilitation
- * Bereavement
- * Crisis Intervention
- * Life problems get you down

When referrals are suggested, every effort is made to match your needs with your health insurance coverage.

Supervisory Referral

At times, supervisors may refer employees to ECAP if they believe that poor job performance and/or inappropriate conduct may be related to some personal problem. We believe it is to the employee's advantage to consider such a referral an opportunity for an independent, professional evaluation of their individual situation. Employees can be assured that the counselor will be impartial in examining the many facets of the situation and will fully explore with them the nature of the problem and possible solutions.

Confidentiality

Confidentiality is the cornerstone of ECAP. Our counselors are bound by professional and legal standards of confidentiality. Employee records are protected by Federal and EPA regulations and laws, including the Privacy Act. These records do not become part of an employee's Official Personnel File (OPF). They are stored in a locked container within a locked room in the counseling office and are available only to counselors.

ECAP STAFF

Pamela Parker, M.Ed., CEAP
(202) 260-4420

Wayne D. White, M.A., CVE
(202) 260-4421

Mental Health/Substance Abuse Crisis Referral Directory



This directory is for informational purposes and does not imply endorsement, quality or appropriateness
This directory gives quick reference to crisis/referral services within our service area. For questions, call
Wayne White (202) 260-4421, Monday through Friday, 7 00 a.m. to
4 30 p m.

Mental Health Emergencies

In case of a life threatening emergency, call 911

D.C. Government's Mental Health Commission

Region 1 & 2 1125 Spring Rd., N W.
(202) 576-7254

3246 P St Annex, N W
(202) 282-0015

Region 3 1905 E St., S.E
(202) 727-9015

Region 4 2700 MLK Jr Ave , S E.
(202) 373-7595

Mental Health/Substance Abuse Crisis Lines (24 Hours Unless Noted Otherwise)

D C Government's Emergency Psychiatric Response Division Crisis Line
(202) 561-7000

D C Crisis Hotline/Referral
(202) 223-2255

Alexandria City Community Mental Health Center
(703) 838-6400

Arlington County Mental Health Emergency Services
(703) 358-4256

Arlington County Communications Center Emergency Therapist
(703) 558-2222

Fairfax County - Woodburn Area Emergency Services
(703) 573-5679

Fairfax County - Mt Vernon Area Emergency Services
(703) 360-6910

Washington Area Council On Alcohol & Drug Abuse Crisis Line
(202) 783-1300

Maryland General Crisis Hotline (Can only be called from Maryland)
1-800-422-0009

Montgomery County Mental Health Hotline/Crisis Service
(301) 738-2255

Montgomery County Walk-In Crisis Intervention Center
(301) 656-9161

Anne Arundel County Hotline
(410) 222-7273

Maryland Domestic Violence/Sexual Assault Hotline
(301) 843-1110

Walden Sierra (Southern Maryland)
(301) 870-3646

Prince George's Hospital Center Emergency Psychiatric Service
(301) 322-2606

Prince George's Hospital Center Homeless Hotline
(301) 731-0999

Prince George's Hospital Center Peer Line (Teens)
(301) 459-7337

Prince George's Hospital Center General Hotline
(301) 577-4866

Prince George's Hospital Center Drug Hotline
(301) 577-4866

Prince George's Hospital Center Suicide Hotline
(301) 731-0004

Prince George's Hospital Center Child Abuse/Neglect (During day 808-5624)
(301) 699-8605

Prince George's Hospital Center Victim Assistance

(301) 577-4866

Self-Help Groups

Alcoholics Anonymous Northern Virginia
(703) 281-7501

Alcoholics Anonymous Washington, D C
(202) 966-9115

Al-Anon/Alateen Northern Virginia
(703) 764-0477

Al-Anon/Alateen Washington, D C & Maryland
(202) 882-1334

Gamblers Anonymous (24 hours)
(301) 961-1313

Narcotics Anonymous Washington, D C (24 hours)
(202) 399-5316

Narcotics Anonymous Maryland (24 hours)
(410) 876-4316

Cocaine Anonymous Help Line
(202) 726-1717

Substance Abuse Referral Hotlines

Center for Substance Abuse Treatment National Alcohol/Drug Treatment Routine Service
1-800-622-HELP

D C Government's Addiction Prevention & Recovery Administration - Karrick Hall
(202) 727-5770

D C Government's Addiction Prevention & Recovery Administration - Detox Unit
(202) 727-5163

Washington Area Council On Alcohol & Drug Abuse Referral Line
(202) 783-1300

Prince George's Hospital Psychiatric Service Referral Line (24 hours)
(301) 322-2606

Alexandria City Drug Abuse Services
(703) 359-7040

HIV/AIDS and Other Sexually Transmitted Diseases

U S Center for Disease Control's National Aids Hotline
1-800-342-AIDS

U S Center for Disease Control's National Sexually Transmitted Disease Hotline
Monday - Friday, 8 00 a m - 11 00 p m
1-800-227-8922

Information Organizations

National Clearinghouse for Alcohol & Drug Information
(301) 468-2600

National Institute of Mental Health's Publication Office
(301) 443-4513

The Self-Help Clearinghouse of Greater Washington
(Includes listing of Self-Help Groups in Metro Area)
(703) 941-5465



INTERVIEW PREPARATION

RESEARCH THE COMPANY

- **PRODUCTS AND PURPOSE OF COMPANY**
- **PRIME PLAYERS**
- **KEY FACTS**
- **LANGUAGE OF INDUSTRY/CULTURE**

PREPARE EXAMPLES OF ACHIEVEMENTS RELATED TO JOB

ACTIVATE NETWORK OR PROFESSIONAL REFERENCE SOURCES

TYPES OF INTERVIEWS

- **INFORMATIONAL**
 - **GAIN CURRENT INFO**
 - **GAIN CONFIDENCE**
 - **EXPAND NETWORK**
 - **NEVER ASK FOR A JOB**

- **JOB HIRING**
 - **SCREENING**
 - **TECHNICAL**
 - **DECISION**

THE SCREENING INTERVIEW

CONDUCTED: BY TELEPHONE OR IN PERSON

AGENDA: CONFIRM BASIC JOB REQUIREMENTS
(Education level, skills, experience)

PURPOSE: TO REJECT YOU

STRATEGIES: K.I.S.S.
JUST ANSWER THE QUESTIONS

REMEMBER, THE SCREENER DOES NOT HAVE THE POWER TO HIRE YOU. HOWEVER, HE/SHE DOES HAVE THE POWER TO REJECT YOU.

THE TECHNICAL INTERVIEW

CONDUCTED:	IN PERSON
AGENDA:	CAN YOU REALLY DO WHAT YOUR RESUME SAYS?
PURPOSE:	TESTING AND CONFIRMATION OF SKILLS
STRATEGIES:	RELAX AND BE YOURSELF

THE DECISION INTERVIEW

CONDUCTED: IN PERSON

AGENDA: DETERMINE FIT

PURPOSE: TO HIRE OR REJECT

**STRATEGIES: USE RESULTS-ORIENTED ACHIEVEMENTS
TO BACK UP YOUR ANSWERS**

**TALK ABOUT WHAT YOU CAN OFFER
THE COMPANY**

TYPES OF INTERVIEW STYLES

- **THE CASUAL INTERVIEW**
- **THE ALL BUSINESS APPROACH**
- **THE SET INTERVIEW**
- **THE ABRUPT INTERVIEW**
- **PANEL**

INTERVIEW STRATEGY

- **DETERMINE INTERVIEW RULES**
- **DEVELOP AND EXECUTE INTERVIEW STRATEGY**

DIFFICULT INTERVIEW QUESTIONS

1. Tell me about you?
2. Why are you interested in this job?
3. What do you know about our company?
4. Do you think you are uniquely qualified for the position; and if so, why?
5. What would you need from your immediate supervisor to be successful in this position?
6. What about the position do you find the most attractive and challenging? Least attractive and challenging?
7. What do you look for in a job?
8. How long would it take you to make a meaningful contribution to the company? Why so long?
9. What is your management style? Is it effective and why?
10. Are you a good manager? Please share with me some examples of your managerial style and problem solving skills?
11. As a hiring manager, what do you look for when interviewing applicants?
12. As a manager, have you ever fired anyone? If so, what were the reasons for the termination and how did you handle it?
13. What do you see as the most difficult task in being a manager?
14. Why are you leaving your current job?
15. How do you feel about leaving all your Army benefits?
16. Describe your ideal work environment.
17. How many people did you supervise on your last job?
18. In the positions you have held in the past, how have you helped reduce costs?

19. As a member of the government, you have not had to be cost conscious. Should I be concerned about your cost saving skills?
20. Based on your experience, you may be over qualified for this position.
21. Why haven't you found a new position before now given your outstanding record?
22. In you last position, what were your five most significant accomplishments?
23. What do you think are the characteristics of a good supervisor?
24. How do you work under pressure?
25. Have you ever missed a deadline? If so, why?
26. What are your long range goals?
27. What are your strong points?
28. What are your weak points?
29. What career options do you have at the moment?
30. How is your job search going?
31. How well do you handle criticism?
32. If you could start your career over, what would you do differently?
33. How would you describe success? Given your definition of success, how successful have you been to date?
34. Are you creative?
35. What other types of jobs or companies are your interviewing with or considering?
36. If hired, I will be your supervisor. Will you be out to take my job in a few years?
37. What important trends do you see in our industry?
38. How would you evaluate your experience?
39. What kind of salary are you looking for?

FREQUENTLY ASKED INTERVIEW QUESTIONS

Job/Field Related

1. Why did you choose this field of work?
2. Describe your experience in this field.
3. What qualifications do you have for this position?
4. What personal characteristics are necessary for success in your field?
5. What are your five-year career goals?

Personal Information

1. Tell me about yourself.
2. What are your strengths, your weaknesses?
3. Can you work under pressure?
4. What have been your most significant achievements?
5. Why do you want to work for this company?
6. What did you like or dislike about your last job?
7. What are your salary expectations?
8. Do you read, speak, or write any foreign language?
9. What types of people seem to "rub you the wrong way"?

Work Values/Work Environment

1. What kind of books do you prefer?
2. Do you prefer working with others? On a team? By yourself?
3. How do you feel about routine work? Regular hours? Overtime?
4. Are you willing to travel?
5. How would you describe your management style?
6. How would you solve this problem.....?

About the Company

1. What do you know about our organization?
2. What interests you about our product? Service?
3. What interests you about this job?
4. Why should we hire you for this job? ·
5. In what ways could you contribute to our company?

QUESTIONS TO ASK AN EMPLOYER DURING AN INTERVIEW

1. Where does this job fit into the organizational structure?
2. Who would be my immediate supervisor and to whom does he or she report to?
3. What are the qualities you want in the person who fills this job?
4. What is the potential for growth in this position?
5. What is the promotional path I might follow?
6. Is this a new position? If not, why did the last person leave?
7. Please describe the duties and responsibilities of the position as you see them.
8. How is an employee evaluated and how often is this done?
9. Is it company policy to promote from within?
10. What is the company's record for financial stability?
11. What characteristics does a successful person have in your organization?
12. How many people would I be supervising?
13. What is the size of the department I will be working in?
14. How do you handle performance evaluations and salary reviews?
15. What are the training opportunities available in this company?
16. Could you tell me about the structure of the department? The organization?
17. Is there anything unusually demanding about the job that I should know about?

INTERVIEW TIPS

- **ARRIVE "ON TIME"**
- **WHAT TO DO WHILE YOU ARE WAITING**
- **WHAT TO DO IF OFFERED SOMETHING TO DRINK**
- **WHAT TO TAKE TO THE INTERVIEW**
- **BE ENTHUSIASTIC AND SHOW POSITIVE ATTITUDE**
- **ADJUST YOUR ACTIONS TO INTERVIEWER'S LEAD**
- **ASK APPROPRIATE QUESTIONS**
- **LISTEN, LISTEN, LISTEN**
- **DETERMINE THE NEXT STEP**

INTERVIEW FOLLOW-UP

- **DEBRIEF YOURSELF AND WRITE DOWN LESSONS LEARNED**
- **DEBRIEF YOUR NETWORK**
- **SEND THANK YOU LETTER TO THE INTERVIEWER**
- **FOLLOW-UP WITH A PHONE CALL IN A FEW DAYS**

EVALUATING JOB OFFERS

- DOES THE JOB OFFER MEET YOUR OBJECTIVE?
- IS THERE OPPORTUNITY FOR GROWTH/PROMOTION?
- IS THE SALARY WITHIN THE RANGE YOU NEED?
- WILL YOU BE REQUIRED TO RELOCATE LATER?

NEGOTIATIONS

SALARY

- SET REALISTIC GOAL
- YOU DON'T START THE NEGOTIATIONS
- DEVELOP AND PRACTICE NEGOTIATION STRATEGY

BENEFITS

- HEALTH PLAN
- RETIREMENT PLAN
- VACATION, SICK LEAVE, PERSONAL DAYS, HOLIDAYS
- RELOCATION PRIVILEGES

HINTS FOR SALARY NEGOTIATION

Salary negotiation can be conducted before starting a job or can be conducted while working to obtain a raise. It is important to realize that negotiations before a job influence future salary raises if the raises are based on a percentage of the existing salary. Some hints for salary negotiation include the following:

1. Know what salary you want to be paid before you go to the interview.
2. Have a good qualifications brief or resume.
3. If no salary scale is available, attempt to find an appropriate salary for yourself by finding out where you will be in the organization structure. Find out the salaries of the people working immediately about and below you.
4. Remember that in most instances salary is negotiable.
5. Always state salary requirements as a range, which indicates that the final figure depends upon many factors about the job.
6. Put the minimum you will accept at 10% higher than absolute minimum.
7. Ask what pay range the employer has in mind if the salary is not obvious or stated.
8. If the range is stated, ask for a salary 5% higher than the top of the pay scale. It is easier for you to negotiate from the top down.
9. Or ask for the maximum, preparing to yield to a midpoint, thus avoiding the minimum.
10. Establish the salary you want before the employer tells you what he will pay. If the employer establishes a salary offer before you have stated one, you have lost some negotiating power.
11. You have more leverage in salary negotiating before you accept the job. Once you have accepted the job, the employer has more leverage.
12. Rarely accept a job until the salary and fringe benefits are agreed upon verbally and clearly written into an employment contract.

HINTS FOR SALARY NEGOTIATION

(Continued)

13. Remember that other forms of benefits may be negotiated such as vacations, tying salary raises to the Consumer Price Index, a promise of a semi-annual review of performance - with raise, stock options, bonuses, education and training, and the refurbishing of an office.
14. Remember it is easier to get a pay raise before you begin the job rather than afterward.
15. Never accept or reject an offer in the interview. Thank the employer for the offer. Say you are interested (if you are) and that you will get back to him or her.

EMPLOYER BENEFITS COMPARISON LISTING

BENEFIT

COMPANY NAME

Major Medical Insurance			
Coverage Percent			
Employee's Contribution			
Cost if You Had to Buy			
Dental Insurance Plan			
Coverage - Major/Routine			
Employee's Contribution			
Cost if You Had to Buy			
Life Insurance Plan			
Coverage (amount)			
Accidental Death/Dismemberment			
Employee's Contribution			
Cost if You Had to Buy			
Vacation/Sick Leave			
Paid Vacation Days per Year			
Paid Sick Leave per Year			
Does Company Offer			
Retirement Plan?			
Continuing Education Benefits?			

OBJECTIVE **WORKSHEET 1**

LIST THE TECHNICAL SKILLS YOU POSSESS (SOME EXAMPLES ARE SHOWN AT THE BOTTOM):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

ACCOUNTING
AIR CONDITIONING REPAIR
BUDGETING
CARPENTRY
COMPUTER SYSTEM OPERATION
COOKING
COUNSELING
CRIMINAL INVESTIGATIONS
DATA COLLECTION
DATA REDUCTION
DENTAL
DRAFTING
DRUG/ALCOHOL TREATMENT
ELECTRICAL - FACILITIES
ELECTRONIC EQUIPMENT REPAIR
FILING
FIRE
FUEL STORAGE/HANDLING
GRAPHIC DESIGN
HEAVY EQUIPMENT OPERATION
HEAVY EQUIPMENT MAINTENANCE
HUMAN RSCS - BENEFITS
HUMAN RSCS - CLASSIFICATION

HUMAN RSCS - RECRUITING
LIGHT VEHICLES MAINTENANCE
PAYROLL
PERSONAL COMPUTER OPERATION
PERSONNEL MANAGEMENT
PHARMACY
PLUMBING
POLICE
PREVENTIVE MEDICINE
SAFETY
SECURITY
SPREADSHEET USE
STRATEGIC PLANNING
SUPERVISING
SUPPLIES/PARTS ORDERING
SURVEYING
TRAINING
TRUCK DRIVING
TYPING
WAREHOUSING
WELDING
WORD PROCESSOR USE
X-RAY

OBJECTIVE **WORKSHEET 2**

LIST THOSE THINGS WHICH YOU CONSIDER TO BE MOST IMPORTANT IN SELECTING YOUR NEXT CAREER. SOME SUGGESTED ITEMS ARE LISTED BELOW.

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____
 8. _____
 9. _____
 10. _____
-

BEING IN CONTROL

BENEFITS

CHALLENGE

CHANCE TO ADVANCE

CREATIVITY

HELPING OTHERS

INDEPENDENCE

JOB SECURITY

LOCATION-COST OF LIVING

LOCATION-HOMETOWN

LOCATION-LIVING CONDITIONS

LOCATION-SCHOOLS

PERSONAL SATISFACTION

PRESTIGE

SALARY

SURROUNDINGS

VARIETY

WORKING CONDITIONS

OBJECTIVE WORKSHEET 3

FOR EACH ITEM YOU ENTERED IN OBJECTIVE WORKSHEET 2, FILL IN THE TABLE BELOW. PUT ITEM ONE IN THE BOX 1 ON THE LEFT SIDE OF THE TABLE AND IN THE BOX 1 ON THE TOP OF THE TABLE. ABBREVIATE AS NEEDED. THEN, FOR EACH BOX WHERE A COLUMN AND ROW MEET, WRITE IN THE NUMBER OF THE ITEM THAT YOU CONSIDER TO BE MOST IMPORTANT TO YOU. IGNORE THE SHADED BOXES. FOR INSTANCE, WHERE ROW ONE AND COLUMN 2 MEET, IF THE ITEM IN COLUMN 2 IS MORE IMPORTANT TO YOU THAN THE ITEM IN ROW 1, ENTER THE NUMBER 2.

	1	2	3	4	5	6	7	8	9	10
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

COUNT HOW OFTEN A NUMBER APPEARS IN YOUR TABLE AND ENTER THE RESULTS ON THE LEFT BELOW. REWRITE THE ITEMS IN ORDER OF THEIR SCORES ON THE RIGHT:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

OBJECTIVE **WORKSHEET 4**

WHEN I LEAVE GOVERNMENT SERVICE, I WANT TO (USE OBJECTIVE WORKSHEETS 1 THROUGH 3):

REASON:

LIST THE SPECIFIC JOB OR OCCUPATION TITLE YOU WANT (RESEARCH JOB TITLES THAT CLOSELY MATCH WHAT YOU WANT TO DO):

REASON:

WHERE DO YOU WANT TO DO IT (BE ONLY AS SPECIFIC AS YOUR DESIRES DICTATE):

REASON:

MY SPOUSE/FAMILY MOST WANTS:

REASON:

OBJECTIVE

WORKSHEET 5

1. RESEARCH THE JOB/OCCUPATIONAL TITLE YOU IDENTIFIED IN THE SECOND SECTION OF WORKSHEET 4:

- A. DO YOU POSSESS THE CERTIFICATION, EXPERIENCE, TRAINING, DEGREES/DIPLOMAS, AND SKILLS NEEDED TO PERFORM IN THAT JOB/OCCUPATION? ☐ YES ☐ NO
- B. WILL THE JOB/OCCUPATION ALLOW YOU TO DO WHAT YOU SAID YOU WANTED TO DO IN THE FIRST SECTION OF WORKSHEET 4? ☐ YES ☐ NO
- C. DOES THE PREVAILING SALARY RANGE FOR YOUR DESIRED JOB/OCCUPATION AND YOUR DESIRED LOCATION MEET YOUR MINIMUM SALARY REQUIREMENTS? ☐ YES ☐ NO
- D. WHAT IS THE EMPLOYMENT SITUATION FOR YOUR DESIRED JOB/OCCUPATION? WHAT IS PREDICTED FOR THE FUTURE? DOES IT APPEAR THAT YOUR DESIRED JOB/OCCUPATION WILL OFFER A GOOD CHANCE OF BEING HIRED? ☐ YES ☐ NO
- E. WILL YOUR DESIRED JOB/OCCUPATION SUPPORT YOUR SPOUSE'S/FAMILY'S DESIRES (SEE SECTION FOUR OF WORKSHEET 4)? ☐ YES ☐ NO

2. RESEARCH THE LOCATION YOU INDICATED IN THE THIRD SECTION OF WORKSHEET 4:

- A. WHAT IS THE UNEMPLOYMENT SITUATION IN THE AREA YOU SELECTED? DO YOU HAVE AN ACCEPTABLE CHANCE OF FINDING YOUR JOB IN THAT LOCATION? ☐ YES ☐ NO
- B. WHAT IS THE COST OF LIVING (RELATIVE TO YOUR PRESENT LOCATION) FOR THE AREA YOU SELECTED? CAN YOU CONTINUE TO LIVE IN YOUR PRESENT LIFE STYLE, AT THE EXPECTED SALARY, IN THAT LOCATION? ☐ YES ☐ NO
- C. ARE THERE MANY FIRMS/AGENCIES IN YOUR DESIRED AREA THAT REQUIRE PEOPLE IN YOUR DESIRED JOB/OCCUPATION? ☐ YES ☐ NO
- D. DOES THE DESIRED AREA PROVIDE WHAT YOUR SPOUSE/FAMILY IS LOOKING FOR (SEE SECTION 4 OF WORKSHEET 4)? MAKE SURE HOUSING, SCHOOLS, RECREATION, AND PERSONAL CONSIDERATIONS (EG. CLOSE TO SPOUSE'S FAMILY) ARE ALL WEIGHED. ALSO MAKE SURE THAT YOUR WORKING CONDITIONS DON'T CONFLICT WITH FAMILY DESIRES (EG. EXTENSIVE BUSINESS TRAVEL, SHIFT WORK, HIGH FINANCIAL RISK, ETC.) ☐ YES ☐ NO

THE QUESTIONS SHOWN ABOVE ARE YOUR OPPORTUNITY TO CHECK YOUR DESIRES AGAINST REALITY. ASK YOUR JOB ASSISTANCE CENTER FOR HELP IN CONDUCTING RESEARCH. USE YOUR NETWORK AND INFORMATIONAL INTERVIEWS TO REFINE YOUR RESEARCH. FEEL FREE TO GO BACK AND CHANGE YOUR ANSWERS IN PRECEDING WORKSHEETS AS YOU LEARN MORE.

OBJECTIVE WORKSHEET 6

ON THE BASIS OF YOUR WORK IN PREVIOUS WORKSHEETS, WRITE A FORMAL OBJECTIVE STATEMENT (SEE EXAMPLES BELOW). USE INFORMATIONAL INTERVIEWS AND WANT ADS TO SEE IF YOUR OBJECTIVE IS CONSISTENT WITH ACTUAL JOBS:

ALTHOUGH NOT A FORMAL PART OF YOUR OBJECTIVE, LIST WHAT YOU CONSIDER TO BE THE IMPORTANT CONSIDERATIONS YOU WILL USE IN DETERMINING WHERE TO LOOK FOR THE OBJECTIVE POSITION AND, IF OFFERED A JOB, WHETHER TO ACCEPT IT.

LOCATION: _____

SALARY: \$_____ PER HOUR/YEAR

KIND OF FIRM: **SIZE** _____, **INDUSTRY** _____

BENEFITS: _____

WORKING _____
CONDITIONS: _____

SAMPLE FORMAL OBJECTIVES

ENTRY LEVEL POSITION AS ELECTRONICS ENGINEERING TECHNICIAN, INVOLVING FIELD SERVICE AND/OR RESEARCH AND DEVELOPMENT.

POSITION AS PARK SUPERVISOR WITH REGIONAL PARK DISTRICT.

ADMINISTRATIVE MANAGEMENT POSITION, WITH FOCUS ON SPECIAL PROJECTS, PROGRAM MANAGEMENT, AND COMMUNITY RELATIONS.

RESUME/APPLICATION **WORKSHEET 1**

ENTER ALL JOBS YOU HAVE HELD SINCE YOU BEGAN WORKING. ENTER THEM IN REVERSE ORDER (BEGIN WITH YOUR CURRENT JOB AND WORK BACKWARDS). IF YOU WERE IN SCHOOL FOR A LONG PERIOD (1 YEAR OR MORE), ENTER IT TO ACCOUNT FOR ALL PERIODS OF TIME. PHOTOCOPY CONTINUATION SHEETS IF YOU NEED MORE ROOM.

POSITION/JOB TITLE	LOCATION	BEGIN DATE MONTH/YEAR	END DATE MONTH/YEAR

RESUME/APPLICATION **WORKSHEET 2**

POSITION/JOB TITLE	LOCATION	BEGIN DATE	END DATE

- **COMPLETE THIS SHEET FOR EACH POSITION/JOB ENTERED ON RESUME/APPLICATION WORKSHEET 1.**
- **LIST SPECIFIC TASKS YOU ACCOMPLISHED USING ACTION VERBS. ALWAYS TRANSLATE GOVERNMENT SERVICE TERMS INTO PUBLIC SECTOR TERMS.**
- **WHENEVER POSSIBLE PUT A QUANTITY.**
- **WHEREVER POSSIBLE, ENTER YOUR ACHIEVEMENTS.**

WHAT YOU DID	QUANTITY	ACHIEVEMENTS

RESUME/APPLICATION

WORKSHEET 3

EDUCATION

INSTITUTION	CITY/STATE	DEGREE/DIPLOMA	FIELD OF STUDY	DATE

TRAINING

COURSE TITLE	LOCATION	LENGTH	DATE	CERTIFICATE/RATING