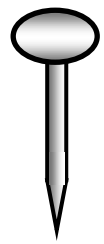


# Nail That Job!



## The Application & Interview Process



Career Resource Network

North Dakota Department of Career and Technical Education

600 East Boulevard Avenue - State Capitol, 15th Floor

Bismarck, ND 58506-0610 Phone (701) 328-9733

[www.nd.gov/cte/crn](http://www.nd.gov/cte/crn) E-mail: [ndcrn@nd.gov](mailto:ndcrn@nd.gov)

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## Sources of Information:

Career ONESTOP: [www.careeronestop.org](http://www.careeronestop.org)  
Job Service North Dakota: [www.jobsnd.com](http://www.jobsnd.com)  
Monster.com: [www.monster.com](http://www.monster.com)  
RUReady.ND.gov - North Dakota's Statewide Career Information Delivery System: [www.RUReady.ND.gov](http://www.RUReady.ND.gov)  
Resume Resource: [www.resume-resource.com/resume-tips.html](http://www.resume-resource.com/resume-tips.html)

## "Nail that Job" originally developed by:

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# Career Preparation Guide

As you think about future career choices, think of the community in which you live. Your community can be one of the best resources for information about careers, mentors, counselors, and finances. Try to become informed by talking with your school counselor as well as other resource personnel. Developing a plan for the future will help you accomplish your career goals.

## 1. Assess yourself

- a. Employers are looking for the skills and attitudes you have, how you think, act, and work with others. Assess yourself and skills in terms of these categories:
  - i. What interests and skills have you developed?
  - ii. What do you like best: working with people, things, or ideas and information?
  - iii. What subjects really interest you?
- b. A personal assessment will provide you with good clues as to the career options you should be considering.

## 2. Explore possibilities

- a. Read about various career options that interest you.
- b. Explore through career days, job shadows, and mentoring.
- c. Get experience through work-based learning while in school, part-time jobs or volunteering.
- d. Explore through apprenticeships, mentoring, or internships.
- e. Keep your options open while finishing high school.

## 3. Be informed

- a. What are the specific qualifications needed?
- b. What is the availability of positions in your community?
- c. What are the projected needs for this type of position in the future?
- d. What are the opportunities for personal and professional growth?
- e. What are the working conditions? (e.g., travel required, working alone or with others, outdoors/indoors)
- f. What are the workplace laws you need to know about?

## 4. Prepare yourself

- a. Create a resume and cover letter.
- b. Contact people for references.
- c. Prepare a job-hunting plan including goals, contacts, and schedules.
- d. Research the companies you may be applying.

## 5. Present yourself

- a. On paper – cover letter and resume;
- b. In person – once you have secured an interview, remember basic interview tips.
- c. Market yourself to make yourself stand out from the competition.

# Application/Cover Letter

"In the workplace, you don't write for a grade, you write for a living."

*Jim Franken, Past-president, The Harbor Group*

People in the workplace write business letters and communicate through email to share ideas, promote products and ask for help when needed. Putting a message in writing gives the writer time to think about, organize, and edit what he wants to say. A written message also becomes a record of important details for both the sender and the recipient. In any profession, written communication connects the writer with other individuals and organizations.

## Parts of a Business or Cover Letter

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

### Heading

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

### Inside Address

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

### Salutation

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

### Body

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

### Complimentary Closing

The closing politely ends the message with a parting word or phrase— Sincerely; Sincerely yours; Yours truly; Respectfully — followed by a comma. Capitalize only the first word of complimentary closings.

### Signature

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

### Initials, Enclosures, Copies

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

# Writing Guidelines

## Prewriting

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

## Writing and Revising

- Organize your letter based on the Pre-Writing section above.
- Improve your Writing
  - Revise your first draft, checking for the following:
    - accurate, interesting details
    - paragraphs that develop the main ideas
    - a polite and respectful tone

## Editing and Proofreading

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

## Preparing your Final Copy

- Neatly type your letter.
- Center it vertically on the page and keep the margins even on both sides.

**Ineeda Job**  
2510 E. 8th Street  
St. Paul, MN 55106  
701-555-5555  
[ineedajob@hotmail.com](mailto:ineedajob@hotmail.com)

April 17, 2017

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

Dear Mrs. Timms:

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

I am a highly skilled Registered Nurse with 2 years' experience looking after seriously ill babies. In addition, I am familiar with NICU standards and have a large medical vocabulary. I am able to present information accurately and remain calm in high stress and emergency situations. I have also been involved in assisting with the planning of patients' care programs.

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

Sincerely,  
*Ineeda Job*  
Ineeda Job

Encl. resume

## **Job Winning-Resume Introduction**

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

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

### **Components of an Effective Resume:**

#### **1. Identification**

Include your full name, mailing address, and telephone number.

#### **2. Objective**

Describe the kind of job you are looking for; be specific.

#### **3. Skills & Qualifications**

List basic skills and abilities as well as any special skills you may have.

#### **4. Education**

Provide your school's name, (expected) graduation date, GPA, and special recognition for projects or awards received.

#### **5. Organizations**

Include information about memberships and offices held in clubs because they show your ability to assume responsibility and work with other people.

#### **6. Experience**

Describe jobs by listing the name of the company, your job title, the dates employed, and the duties performed. List them beginning with the most recent.

#### **7. References**

If you choose to add references, you can either state that references are available upon request or list three or four responsible adults who would be glad to recommend you. Include their phone numbers or necessary contact information. Do not list anyone without first obtaining his or her permission. Do not include family members or friends your own age.

#### **8. Personal information**

Leave out your personal information, hobbies, or interests. Do not include your age, height, weight, status of health, or information about your family background.

#### **9. Appearance**

Type your resume. Make sure it is neat and free of errors.

#### **10. Length**

Limit your resume to one or two pages.

# Tips to Writing a Job-Winning Resume

## Pick the Right Font

Font selection is very important, for it will set the tone for the entire resume.

- Choose a font that is easy-to-read and professional in appearance.
- Limit your font choices to a few of the most well-recognized and easy-to-read fonts. It is best to use only one font in a single document.
- It is acceptable to use variations in bold, italic, and different sized fonts for your headings.
- Serif or Sans Serif Fonts are types of fonts available for use in creating your resume.

**Serif Fonts** are considered more traditional. Serif is a word that translates to "tails or little feet" on the letters. Times New Roman, which is pictured below, is a popular serif font in word processing programs. See the tails on the ends of the bar across the top of the "T"?

Here are some examples of appropriate serif fonts (examples shown are 11 pt.):

- |                |                   |
|----------------|-------------------|
| • Bell MT      | • Garamond        |
| • Bodoni MT    | • Georgia         |
| • Book Antiqua | • Goudy Old Style |

**Sans Serif** fonts are more contemporary like the Arial or Calibri. Sans serif fonts tend to be easier to read on a computer screen, so they are the better choice for the bulk of your content.

Here are some examples of appropriate sans serif fonts (examples shown are 11 pt.):

- |                  |               |
|------------------|---------------|
| • Arial          | • Lucida Sans |
| • Calibri        | • Tahoma      |
| • Century Gothic | • Verdana     |
| • Gill Sans MT   |               |

The font size should never be smaller than 11pt or larger than 12pt, except for your name and possibly your headings. Keep it consistent throughout the document.

## Page Setup

- Document margins
  - no larger than 1 inch on the sides, top and bottom; no smaller than .5 inches on the top and bottom; and
  - no smaller than .75 inches on the sides.
- Single-space within sections and double-space between sections.
- Bold and enlarge your name at the top. Your name should be 14 -18 pt. font.
- Type address, contact information, and other headings using 11 or 12 pt. font.
- Type the body of your Resume using 11 or 12 pt. font.
- Keep the sections lined up and consistent.
- Fill the second page at least halfway down the page on a two-page resume.
  - Place "Continued" at the bottom of page one, and your name and "Page 2" at the top of page two.

## The Use of Bullets

- Bullets are special characters used at the beginning of indented short sentences to call attention to individual items on a resume.
- Short, bulleted sentences are easier to read than long paragraphs of text, and they highlight the information you want the reader to see quickly.
- Bullets add some variety to a resume and make it just a touch more creative.

## Basic Writing Strategies

- Be specific and keep it accurate and honest.
- Start with an action verb and refrain from using complete sentences. Avoid using the same action verb over and over, use a thesaurus if necessary.
- Include a concise statement of your objective and make it clear to the reader what position you are seeking. State why you could be an asset to the employer, not only what you want from him or her. If you plan to submit the resume for a variety of positions, either customize this statement for each position or keep this statement general.
- Use industry-specific terminology/keywords ("speak" the reader's language).
- Emphasize your skills, accomplishments, and career achievements, especially the responsibilities you had in a previous position which relate to the position for which you are applying.
- Arrange education and employment history information in order. Be complete and accurate when listing the name, city and state of previous employers. Do not include pronouns such as I, my, me, our, or any other possessive or pronoun or list company street addresses, salary, or reasons for leaving.
- Leave out personal data such as, marital status, hobbies, interests, physical appearance, religion, photos, and unrelated hobbies.
- Spell out the state name for your jobs, if you spelled out the state in your address, such as New York.
- Produce an error-free resume and make sure it is easily read with the focus on content. Your computer's spell-check function may not catch all misspellings or grammatical errors. Proof, proof, and proof again!
- Print your resume on quality paper (100% bond paper - white, ivory, light gray).
- Use Microsoft Word or another word processing program to create your resume.

## Things to Avoid

- Sentences that are "choppy" – too short and repeat the same words.
- Repeating the same information too many times.
- Typos and grammatical errors (read it aloud; have a friend proofread it).
- Unrelated jobs that go back too far in years (7-10 years is sufficient in most cases).
- Unrelated information (Stay on track; keep the position in mind).
- Don't use personal pronouns (I, Me, My).
- Don't make the second page too short – if it's less than 1 ½ pages, make it one page.
- A second page does not include your name. If your resume is more than one page, include a header with your full name.
- Too much or not enough white space (looks empty, inexperienced).
- Using the full address for employers (list only the town and state).
- Using full employment dates such as 12/11/15. List only the month and year.
- Don't list the reason for leaving or explain situation (if you must, save it for the letter).
- Don't include personal information, such as "married, homeowner, two children" (It is unrelated to the position).
- Don't include unrelated personal interest and hobbies such as "enjoy reading, long walks, music, travel, knitting, and puzzles" (include interests ONLY if it is related to your career objective).



## Action Words – By Skills Categories

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

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

## **Fabricating Resume Information**

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

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

1. Lying about your college degree.
2. Playing with dates to hide employment gaps.
3. Exaggerating sales numbers to make yourself look better.
4. Increasing previous salary in an attempt to get more money.
5. Misleading job titles.
6. Lying about technical abilities such as familiarity and proficiency when it comes to knowledge of software programs.
7. Claiming language fluency.
8. Providing fake address.
9. Inflating Grade Point Averages.

## **Templates to Use**

Log in to your [RUReady.ND.gov](https://www.ruready.nd.gov) account to use the templates available for the following:

- Cover Letter Creator
- Resume Builder
- Thank You Letter Builder
- Job Interview Practice

You can also find a variety of templates on the Internet to use.

## Resume Builder Worksheet

### Personal Information

First Name

Last Name

Street Address

City

State Zip

Phone (Home or Cell – Primary)

Phone (Work)

E-Mail

Employment Objective Statement

Summary of Skills and Qualifications – *Log in to your RUReady.ND.gov account to take the Basic Skills Survey and Transferable Skills Checklist to help you determine your skills and qualifications. List the skills and qualifications below that you will include on your resume.*

### Your Employment History

Company Name

Your Position

City

State Zip

Start Date (mm/yy)

End Date (mm/yy)

Job Duties, Responsibilities, and Accomplishments (use action words):

---

Company Name

Your Position

City

State Zip

Start Date (mm/yy)

End Date (mm/yy)

Job Duties, Responsibilities, and Accomplishments (use action words):

---

Company Name

Your Position

City

State Zip

Start Date (mm/yy)

End Date (mm/yy)

Job Duties, Responsibilities, and Accomplishments (use action words):

## Your Education & Training

School Name

State

Type of Education or Degree

Program/Major or Course of Study

Start Date (mm/yy)

End Date (mm/yy)

---

School Name

State

Type of Education or Degree

Program/Major or Course of Study

Start Date (mm/yy)

End Date (mm/yy)

## Certificates and Licenses

Name of Certificate/License

Date Acquired (mm/yy)

Issuing Organization

State

---

Name of Certificate/License

Date Acquired (mm/yy)

Issuing Organization

State

## Accomplishments, Activities, Honors, and Affiliations

## The Qualifications Brief – When you have little or no work experience.

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

### Qualifications Brief of \_\_\_\_\_Name\_\_\_\_\_

Street

City, State Zip Code

Phone Number

Email Address

#### **A Record of Success**

State your part time employment accomplishments.

#### **Educational Accomplishments**

Describe skills, knowledge, abilities and accomplishments at school.

#### **Extracurricular Accomplishments**

List what you accomplished in your extracurricular activities at school.

#### **Awards**

List degrees, relevant course work and certifications.

#### **Other Facts**

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

#### **Interests and Hobbies**

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

### Qualifications Brief of Ineeda Job

2510 E. 8th Street

St. Paul, MN 55106

701-555-5555

[ineedajob@hotmail.com](mailto:ineedajob@hotmail.com)

#### A Record of Success

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

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

#### Educational Accomplishments

Harding Senior High School: General Business Studies

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

#### Extracurricular Accomplishments

Harding Senior High School:

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

#### Awards

Student of the Month Award, Junior Year

#### Other Facts

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

## The Chronological Resume

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

<b>Name</b> Street City, State Zip Code Phone Number Email Address
<b>Objective</b> State your career goal.
<b>Work History/Experience</b> Arrange by date (beginning and ending) with the most recent job and dates listed first. Give details in this order: company, position title, and short job description emphasizing your skills.
<b>Education</b> List degrees, relevant coursework and certifications.
<b>Optional Information</b> List your memberships, awards, military service, certificates, and activities.



# Chronological Resume Sample 1

## Ineeda Job

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

[ineedajob@hotmail.com](mailto:ineedajob@hotmail.com)

### OBJECTIVE

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

### EXPERIENCE

06/2015-08/2017

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

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

08/2014-04/2015

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

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

08/2009-07/2010

Bethesda Hospital, Saint Paul, Minnesota  
Admit Clerk

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

### EDUCATION

04/2015

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

GPA – 3.8 Deans list every semester – Certification obtained.  
11/2014 – Registered Nurse.

### ACTIVITIES & HONORS

Hospital Volunteer 2007 – 2009

### AFFILIATIONS

National Council of State Boards of Nursing

## Chronological Resume Sample 2

### Ineeda Job

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

[ineedajob@hotmail.com](mailto:ineedajob@hotmail.com)

### OBJECTIVE

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

**EXPERIENCE: Registered Nurse** - University of Minnesota Children's Hospital, Minneapolis, Minnesota  
June 2015 – August 2017

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

**Student Nurse** - University of Minnesota Medical Center (Fairview), Minneapolis, Minnesota  
August 2014 – April 2017

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

**Admit Clerk** - Bethesda Hospital, Saint Paul, Minnesota  
August 2009 – July 2010

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

**EDUCATION:** Bachelor of Science in Nursing (BSN) April 2015,  
University of Minnesota School of Nursing, Minneapolis, Minnesota

- GPA – 3.8 Deans list every semester – Certification obtained
- Registered Nurse, 05/2015

**ACTIVITIES & HONORS:** Hospital Volunteer 2007 – 2009

**AFFILIATIONS:** National Council of State Boards of Nursing

## The Functional Resume

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

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

# Functional Resume Sample 1

## Ineeda Job

2510 E. 8th Street

St. Paul, MN 55106

701-555-5555

[ineedajob@hotmail.com](mailto:ineedajob@hotmail.com)

## OBJECTIVE

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

## SKILLS & QUALIFICATIONS

Developed excellent Child Care and planning skills.

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

Experienced in NICU standards.

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

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

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

## WORK HISTORY

06/2015 – 08/2017	University of Minnesota Children's Hospital, Minneapolis, Minnesota Registered Nurse
08/2014 – 04/2015	University of Minnesota Medical Center, Fairview, Minneapolis, MN Student Nurse
08/2009 – 07/2010	Bethesda Hospital, Saint Paul, Minnesota Admit Clerk

## EDUCATION

2015, Bachelor of Science (BSN), University of Minnesota School of Nursing, Minneapolis, Minnesota,  
GPA – 3.8 (Deans list every semester), Registered Nursing Certification, May 2015

## ACTIVITIES & HONORS

Hospital Volunteer 2007 – 2009

## AFFILIATIONS

National Council of State Boards of Nursing

## Functional Resume Sample 2

### Ineeda Job

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

[ineedajob@hotmail.com](mailto:ineedajob@hotmail.com)

### OBJECTIVE

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

### SKILLS & QUALIFICATIONS

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

### EMPLOYMENT HISTORY

06/2015 – 08/2017	Registered Nurse	University of Minnesota Children's Hospital, Minneapolis, Minnesota
08/2014 – 04/2015	Student Nurse	University of Minnesota Medical Center, Fairview, Minneapolis, Minnesota
08/2009 – 07/2010	Admit Clerk	Bethesda Hospital, Saint Paul, Minnesota

### EDUCATION

Bachelor of Science (BSN), Nursing - University of Minnesota School of Nursing, Minneapolis, Minnesota, 2015, (GPA – 3.8  
Deans list every semester – Registered Nursing Certification, 2015).

### ACTIVITIES & HONORS

Hospital Volunteer 2007 - 2009

### AFFILIATIONS

National Council of State Boards of Nursing

## The Combination Resume

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

**Name**

Address

Phone Number

Email Address

**Objective**

State your career goal.

**Skill Categories**

Describe function-related terms and accomplishments.

**Work History**

List dates, places, positions.

**Education**

List degrees, relevant course work, and certifications.

**Optional Information**

List your memberships, awards, military service, certificates, and activities.

## Combination Resume Sample 1

### Ineeda Job

2510 E. 8th Street  
St. Paul, MN 55106  
701-555-5555  
[ineedajob@hotmail.com](mailto:ineedajob@hotmail.com)

### Pediatric Nurse

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

## SUMMARY OF SKILLS & EXPERIENCE

### Registered Nurse

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

### Student Nurse

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

### Admit Clerk

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

## EMPLOYMENT HISTORY

### Registered Nurse

UNIVERSITY OF MINNESOTA CHILDREN'S HOSPITAL

06/2015– 08/2017

### Student Nurse

MINNESOTA MEDICAL CENTER, FAIRVIEW

08/2014 – 04/2015

### Admit Clerk

BETHESDA HOSPITAL

08/2009 – 07/2010

## EDUCATION

**Bachelor of Science in Nursing (BSN)** April 2015, (GPA – 3.8)  
University of Minnesota School of Nursing, Minneapolis, Minnesota  
Certified Registered Nurse, 2015

Harding Senior High School, 2010, GPA – 4.00

## ACTIVITIES, HONORS, AND AFFILIATIONS

Member: American Nursing Association  
Hospital Volunteer 2007-2009  
National Council of State Boards of Nursing

## Combination Resume Sample 2

### Ineeda Job

2510 E. 8th Street

St. Paul, MN 55106

701-555-5555

[ineedajob@hotmail.com](mailto:ineedajob@hotmail.com)

### Pediatric Nurse

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

## SUMMARY OF SKILLS & EXPERIENCE

### Registered Nurse

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

### Student Nurse

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

### Admit Clerk

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

## EMPLOYMENT HISTORY

### Registered Nurse

UNIVERSITY OF MINNESOTA CHILDREN'S HOSPITAL

06/2015– 08/2017

### Student Nurse

MINNESOTA MEDICAL CENTER, FAIRVIEW

08/2014 – 04/2015

### Admit Clerk

BETHESDA HOSPITAL

08/2009 – 07/2010

## EDUCATION

**Bachelor of Science in Nursing (BSN)** April 2015, (GPA – 3.8)

University of Minnesota School of Nursing, Minneapolis, Minnesota

Certified Registered Nurse, 2014

Harding Senior High School, 2010, GPA – 4.00

## ACTIVITIES, HONORS, AND AFFILIATIONS

Member: American Nursing Association

Hospital Volunteer 2007-2009

National Council of State Boards of Nursing



## Electronic Formatted Resume

The **Formatted Resume** is created in a word processing program (Microsoft Word, for example) that contains formatting enhancements, such as bold, italic, indented text, columns, fonts, graphic lines, and so on. Formatted resumes are sent as an attachment to an email. Content is the same as a traditional resume.

### **Ineeda Job**

2510 E. 8th Street

St. Paul, MN 55106

701-555-5555

[ineedajob@hotmail.com](mailto:ineedajob@hotmail.com)

### **OBJECTIVE**

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

### **SKILLS & QUALIFICATIONS**

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

### **EMPLOYMENT HISTORY**

**Registered Nurse:** University of Minnesota Children's Hospital  
Minneapolis, Minnesota. June 2015 to August 2017

**Student Nurse:** University of Minnesota Medical Center, Fairview  
Minneapolis, Minnesota. August 2014 to April 2015

**Admit Clerk:** Bethesda Hospital  
Saint Paul, Minnesota. August 2009 to July 2010

### **EDUCATION**

Bachelor of Science (BSN), Nursing  
University of Minnesota School of Nursing, Minneapolis, Minnesota, 2015.  
(GPA – 3.8 Deans list every semester – Registered Nursing Certification, November 2015).

### **ACTIVITIES & HONORS**

Hospital Volunteer 2007 to 2009

### **AFFILIATIONS**

National Council of State Boards of Nursing

## Electronic Posted Resume

The Posted Resume is a resume submitted to a website, then saved in a searchable database. The Web site may be a career site (e.g., [www.jsnd.com](http://www.jsnd.com), [www.careerbuilder.com](http://www.careerbuilder.com), [www.indeed.com](http://www.indeed.com), or [www.monster.com](http://www.monster.com)). Career sites typically provide job seekers with password-protected access to the posted resume in order to make changes, facilitate pasting into email in response to job postings, or delete when the time comes. A posted resume typically appears in text-only format.

Follow the instructions below to submit your resume to the following online sites:

### Job Service North Dakota

1. Visit [www.jsnd.com](http://www.jsnd.com) and click on the **Job Seekers** section.
2. Click on **Log In To Begin Your Job Search**
3. Click on **Register/Login to** create a new **Individual** account or login to your existing account.
4. Click on **Create Resume** after you have logged in.

### CareerBuilder

1. Visit [www.CareerBuilder.com](http://www.CareerBuilder.com) and click on the **Upload/Build Your Resume** link on the home page.

### Indeed

1. Visit [www.indeed.com](http://www.indeed.com).
2. Click on **Upload your resume**.

### Monster

1. Visit [www.monster.com](http://www.monster.com).
2. Click on **Upload a Resume**.

## The Scannable Resume

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

**Submit a Scannable Resume only if a potential employer tells you to. Use these formatting methods:**

- **Fonts, Formatting and Layout**
  - Use simple formatting. Don't use bold, italics, underlining, shading, all caps or different font styles within the document.
  - Use a sans serif font, like Arial, Calibri or Tahoma. These are fonts that do not have the small markings on the edge of each letter (serifs).
  - Use a 10, 11, or 12 font size – no smaller and no larger.
  - Don't use vertical or horizontal lines, graphics, or boxes.
  - Don't use bullets. You may use asterisks (\*) or hyphens (-).
  - Don't use parentheses or brackets.
  - Don't use tabs. Use even spacing throughout the document.
  - Don't condense spacing between letters.
  - Use left justification only. No centering or right margin justification.
  - Type your name on each page if you go beyond one page. Going beyond one page is acceptable.
  - Type your address below your name on the first page.
- **Printing and Mailing**
  - Print your resume with a laser printer. Provide the employer with an original or high-quality photocopy on plain white paper. Use only black ink.
  - Avoid paper with heavy texture or colored paper that could interfere with the clarity of the print.
  - Do not use a watermark.
  - Don't print on two sides of one page.
  - Put resume and cover letter in a 9 x 12 envelope and paper clip them together when mailing your information. Don't fold or staple. Insert blank sheets (or cardstock or cardboard) surrounding your documents to reduce wrinkling.
- **Keywords**
  - Research your industry and/or the requirements of the jobs you are seeking to make sure you've included appropriate information since scanned resumes are typically retrieved using keyword searches.
  - Each time you apply for a job, review the position description. Make sure key terms that are included in the position description are also included in your resume where appropriate. You may revise your resume slightly for different positions or keep several versions of your resume if you are applying for different types of jobs.
  - Don't include a section entitled "keywords." A search will locate words in any part of your resume.
  - Some keyword examples include accounting, chemical engineer, manager, negotiated, process modeling, trainer, social media, strategic planning, etc.
  - Remember that a human being will not see a resume that has been uploaded/scanned unless it has been first retrieved through a key word search. Be specific. For example, list the names of software you use such as Microsoft Word or Excel, instead of listing software packages. Use terms and acronyms specific to the industry. Spell out the full name when you list acronyms; i.e., IEEE, Institute of Electrical and Electronic Engineers. Either way the employer chooses to search for this information, your text will be found.
- **Proofread**
  - As with any resume, typos are unacceptable. Words that are misspelled will not be found in a keyword search.

## Scannable Resume Sample

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

### Objective

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

### Education

Bachelor of Science (BSN), Nursing, April 2015  
University of Minnesota School of Nursing, Minneapolis, Minnesota  
Overall GPA – 3.8 Deans list every semester  
Registered Nursing Certification, 2015

### Knowledge gained through pediatric nursing:

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

### Computer Skills:

- \*Keyboarding
- \*Microsoft Excel
- \*Microsoft Word
- \*Windows and Mac environments

### Employment

#### Registered Nurse

University of Minnesota Children's Hospital, Minneapolis, Minnesota  
June 2015 – August 2017

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

#### Student Nurse

Minnesota Medical Center, Fairview, Minneapolis, Minnesota  
August 2014– April 2015

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

#### Admit Clerk

Bethesda Hospital, St. Paul, Minnesota  
August 2009 – July 2010

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

#### Activities and Honors

Hospital Volunteer 2007 - 2009

# The Employment Application

## Completing the Employment Application Form

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

## Required Information on the Employment Application

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

- Writing utensils, paper clip
- Current addresses
- Educational information— names and addresses, diplomas earned, dates you attended institutions, subjects in which you excelled
- Work experience—past jobs and responsibilities; names, addresses, and phone numbers of past employers; dates of employment; job responsibilities; military experience and volunteer work
- Business and technology skills
- Special certificates, licenses, professional organizations, honors, and achievements that could give you an advantage
- A list of references—include names, job titles, company names, addresses, and telephone numbers
- Copies of your resume—attach your resume to any completed employment application

## Avoid These Common Mistakes on an Employment Application

- Misspelled words
- “Crossed-out” writing
- Folded or wrinkled application form
- Incomplete or unanswered items
- Failure to print/write neatly
- Incomplete work history
- Submitted after deadline
- No signature

## What do Employers Look for in an Employment Application?

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

- Your ability to follow instructions
- Your achievements
- Your ability to hold a job
- Your thoroughness

After completing an employment application, you may or may not get an interview. The outcome could depend on how well you complete the form.

## EMPLOYMENT APPLICATION SAMPLE 1

# Employment Application

Name: \_\_\_\_\_ Street Address \_\_\_\_\_  
First Middle Last  
 Apt. No \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
or Box M T W T F S S  
 Are you 18 \_\_\_\_\_ Ever worked for this company before?  
 or older? If not, age? \_\_\_\_\_ If yes, Dates & Location \_\_\_\_\_

### AVAILABILITY

Total Hours \_\_\_\_\_ Hours Available: \_\_\_\_\_  
 Available Per Week \_\_\_\_\_  
 Are you legally able to be employed in the US ☐ Yes ☐ No How did you hear of job? \_\_\_\_\_ How far do you live from this location? \_\_\_\_\_ Do you have transportation to work? \_\_\_\_\_

FROM							
TO							

### SCHOOL MOST RECENTLY ATTENDED

Name \_\_\_\_\_ Location \_\_\_\_\_ Phone \_\_\_\_\_  
 Teacher or Counselor \_\_\_\_\_ Last grade completed \_\_\_\_\_ Graduated? ☐ Yes ☐ No  
 Now enrolled? ☐ Yes ☐ No  
 Sports or Activities \_\_\_\_\_

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

Company \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Job \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Dates worked: From \_\_\_\_\_ to \_\_\_\_\_  
 Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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

Company \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Job \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Dates worked: From \_\_\_\_\_ to \_\_\_\_\_  
 Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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

Company \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Job \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Dates worked: From \_\_\_\_\_ to \_\_\_\_\_  
 Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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

**HAVE YOU EVER BEEN CONVICTED OF VIOLATING ANY LAW (EXCEPT MINOR TRAFFIC VIOLATIONS)?** ☐ Yes ☐ No  
 If yes, please attach a summary of details. Disclosure of a criminal record does not automatically disqualify you from employment consideration. Your case will be judged on its own merits.

Person to contact in case of emergency:

Name \_\_\_\_\_ Address \_\_\_\_\_  
 Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Employment Application Sample 2

### APPLICATION FOR EMPLOYMENT

#### PERSONAL INFORMATION

DATE \_\_\_\_\_

NAME				
LAST	FIRST	MIDDLE	SS#	
PRESENT ADDRESS				
STREET		CITY	STATE	ZIP
PERMANENT ADDRESS				
STREET		CITY	STATE	ZIP
PHONE NUMBER		ARE YOU 18 YEARS OR OLDER		YES NO
ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF A VISA OR IMMIGRATION STATUS? YES NO				

#### EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW?		IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?
HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE	WHERE?	WHEN
REFERRED BY		

#### EDUCATION

HIGH SCHOOL	YES	NO
NAME	LOCATION	YEARS
GRADUATE		
COLLEGE	YES	NO
NAME	LOCATION	YEARS
GRADUATE		

#### GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK	
SPECIAL SKILLS	
ACTIVITIES (CIVIC, ATHLETIC, ETC.)	
U.S. MILITARY OR NAVAL SERVICE	RANK
PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES	

CONTINUED ON OTHER SIDE

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

DATE MONTH/YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
WHICH OF THESE DID YOU LIKE BEST				
WHAT DID YOU MOST LIKE ABOUT THE JOB				

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

	NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1				
2				
3				

IN CASE  
EMERGENCY NOTIFY

NAME	ADDRESS	PHONE NUMBER
------	---------	--------------

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

DATE	SIGNATURE
------	-----------

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY	DATE
----------------	------

REMARKS
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APPROVED YES NO	POSITION	DEPARTMENT
-----------------	----------	------------

SALARY	DATE TO REPORT TO WORK
--------	------------------------

APPROVED	EMPLOYMENT MANAGER	DEPARTMENT HEAD	GENERAL MANAGER
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# The Interview

## Information Interview

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

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

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

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

## Job Interview Points to Remember

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

## Your Interview Checklist

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

## Typical Interview Questions

- **Tell me about yourself.**
  - Many people hate this question. It is the most frequently asked question in interviewing. It usually serves as a bridge to go from small talk to the real interview. Briefly describing your education or work history are appropriate responses to this question. Expand briefly on some of your results. This will likely cause the interviewer to select an accomplishment and ask you to tell more about it. This is exactly what you want; you score points every time you discuss results.
- **What is your greatest strength?**
  - The question asks for your number one strength, skill, or asset and requires you to analyze yourself. Going into the interview you should have several strengths in mind. Begin with a brief statement and provide a clear example.
- **What are some of your most important career accomplishments?**
  - Choose accomplishments that are related to the job you are interviewing for and ones to which the interviewer can relate. Avoid unnecessary detail.
- **Why should I hire you?**
  - This question is often asked at the end of an interview and allows you to summarize your strengths. You can discuss points that you have already covered and mention new points as well. This may be your best opportunity to sell yourself. Try to focus on everything you learned about the job, your future boss, and the needs of the company.
- **How would your supervisor describe you?**
  - This is an opportunity to mention positive qualities that you know or assume would be said about you. Discuss the qualities that you received high ratings on during performance reviews.
- **What is the most difficult situation you have ever faced?**
  - Select an example that will demonstrate your positive qualities. Tell it concisely to reveal as many qualities as possible. This is an opportunity to discuss qualities such as maturity, perseverance, emotional stability, effectiveness under stress, and sound judgment.
- **What would you like to improve about yourself?**
  - This question is often asked. When asked, it is best to state areas that you are striving to improve. You do not need to demonstrate that you have totally dealt with it, but you should indicate that you have made major progress with it. The goal is to provide a short answer which satisfies the interviewer.
- **What are your career goals?**
  - This question tests whether you have established career goals, and whether your goals match what the organization has to offer. Mention goals that you feel the organization can help you attain. Express them in terms of experience you hope to receive and the expertise you hope to develop. You want to leave the impression that you are a growth-oriented person with realistic expectations regarding promotion opportunities.
- **What have you learned from your past mistakes? What were some of them?**
  - Everybody makes mistakes. Often there are lessons to be learned from these mistakes. The best mistakes to share are those from which you were able to recover. In any event, use your mistakes to show how you have matured and grown from these experiences.
- **Can you work well under stress?**
  - You do not have to say that you like stress, but you need to demonstrate that you can work effectively under stress. Give examples where you have coped well with stress. Most stress comes from deadlines and long hours. You should know in advance if this organization or company typically requires long hours or faces a lot of deadlines.

- **Are you a team player?**
  - This question indicates that the organization is looking for a team-oriented person. Describe how you are committed to working in a team. You need to show that you are flexible and cooperative and when the group makes a decision, you willingly go along with it. Provide examples demonstrating that people enjoy having you on their team and that teamwork was essential to the success of a project on which you worked.
- **What are the things that motivate you?**
  - Challenge, creativity, success, opportunity, and personal growth are most frequently mentioned. You can also mention specific skills that you are motivated to use. These might include problem solving, decision making, listening, writing, speaking, planning, or counseling people.
- **What is the most important thing to you in a job?**
  - What do you value in a job: challenge, good working conditions, friendly coworkers, traveling? Mention one or two items and explain why they are important.
- **Tell me about your duties at your present job?**
  - This question provides an opportunity to really sell yourself. As you describe your major duties, describe an associated accomplishment as well. Be concise. People know their own duties so well that many go on and on adding unnecessary details that bore the interviewer.
- **What is the most important aspect of your job?**
  - This question tests your judgment. Although you may have numerous responsibilities, the interviewer wants to have your view on what you can do to contribute the most to the organization. For each responsibility, you need to show that you have been very effective in that area.
- **What duties have you enjoyed most? Least? Why?**
  - Select your favorite and least favorite duties based on what you have learned about the job for which you are interviewing. In general, you should mention major duties to like and minor duties to dislike.
- **Why would you like to work for us?**
  - This is your opportunity to describe what you know about the organization. You should mention positive points that you have discovered on your own, as well as some mentioned by the interviewer.
- **What are some of the characteristics you like or dislike about a supervisor?**
  - List all the qualities you truly like and dislike in a supervisor and then select those that are the most appropriate. Concentrate on strengths rather than weaknesses. You might answer by saying you prefer a supervisor who is fair, open-minded and has high integrity.
- **Tell me about your experience in school.**
  - Be prepared to talk about the courses you liked most (and least), how your schooling prepared you for this job, what kind of grades you had, and your major. It is important to describe how your overall high school/college experience has prepared you for work. You can also describe the skills and experience that you have gained in extracurricular activities and internships.

## Handling Illegal Questions

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

## Thank You Letter Template

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

	Name
	Street Address
	City, State, Zip Code
	Phone Number
	Email Address
Today's Date	
Interviewer's Name	
Title	
Company	
Street Address	
City, State, Zip Code	
Greeting:	
First paragraph – Express your appreciation for the opportunity to be interviewed, referring back to the position for which you applied.	
Second paragraph – Indicate one or two areas discussed in the interview that were of particular interest to you. Mention your skills and further describe how your skills could be beneficial to the position. An interviewer likes to hear what you can do for their business, not what they can do for you. Add any relevant experience that you forgot to mention at the interview.	
Third paragraph – State your interest in the position and thank the interviewer again for taking time out of his/her busy schedule to interview you. Let the interviewer know that he or she may call you any time if they have additional questions about your qualifications.	
Sincerely,	
(Signature)	
Type your name	

**Ineeda Job**

2510 E. 8th Street

St. Paul, MN 55106

701-555-5555

[ineedajob@hotmail.com](mailto:ineedajob@hotmail.com)

April 17, 2013

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

Dear Mrs. Timms:

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

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

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

Sincerely,

*Ineeda Job*

Ineeda Job

## Scholarship Thank You Letter (Template)

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

Today's Date

RE: Name of the Scholarship

Contact Name/Scholarship Committee or Committee Chair if known  
Company or organization who has given the Scholarship  
Street Address  
City, State, Zip Code

Greeting:

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

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

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

Sincerely or Respectfully,

(Signature)

Type your name  
Title  
Street Address  
City, State, Zip Code  
Phone Number  
Email Address

January 22, 2020

RE: Reuben T. Guenther Scholarship

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

To Whom It May Concern:

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

I appreciate your confidence in me and willingness to contribute to my future education. I will be attending North Dakota State University in the fall of 2020 and plan on majoring in Business Administration and Interior Design in hopes of one day opening my own design business. I am grateful for the opportunities this award will provide me since I rely on financial aid, grants and student loans to help finance my education. Receiving this scholarship will help reduce my financial burdens and provide assistance for me as I continue pursuing my education.

Once again, I would like to extend my thanks to the scholarship committee. I promise to work very hard and at some point in the future be able to give something back to others, either as a volunteer, mentor, or possibly support a scholarship for future students like myself.

Respectfully,

Ineeda Job

*Ineeda Job*

Ineeda Job  
Registered Nurse  
237 Woodlawn Ave.  
Minot, North Dakota 58703  
701-555-5555  
[ineedajob@minot.com](mailto:ineedajob@minot.com)



## Letter of Resignation

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

July 15, 2018

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

Dear Mrs. Peters:

Please accept this letter as notice of my resignation to become effective July 30, 2018.

I have enrolled in the University of Minnesota's School of Nursing. I begin classes August 15, 2018. The opportunity to receive my nursing degree is exciting. Since nursing is the career I have chosen, I believe pursuing additional training in the field of nursing will provide me with increased challenges and increased connections to others in this field.

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

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

Sincerely,

*Ineeda Job*

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

## Letter of Recommendation

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

February 4, 2018

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

To Whom It May Concern:

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

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

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

When given the opportunity to participate in an enrichment assessment, Ineeda studies the subject, creates elaborate projects, and shares her knowledge with the class. For example, in her Humanities class Ineeda created a working replica of Mount Vesuvius, and she gave a twenty-minute presentation regarding the Egyptian calendar. Ineeda's desire to extend a subject beyond the classroom and to share it with others will continue to benefit not only herself but also her peers. Ineeda Job is truly one of Harding Senior High School's most promising seniors. With great confidence in her abilities, I recommend Ineeda for a Presidential Scholarship. Please feel free to contact me for further information.

Sincerely

Rita Jones

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