



Prepare fo Job Application: Letter and Resume

Tine A. Wulandari, M.I.Kom.



JOBS

Sch/Skills/Trades

FRAMERS WANTED
Must have tools
and transportation

1

- You may have skills that recruiters (companies/organizations) need.
- But these skills will not bring the job if no one knows that you have it.

2

- A good job application letter and curriculum vitae (resume) should reflect your ability.
- Notify recruiters how your qualifications match with the job responsibilities.

3

- If the 'papers' introduction was prepared well, you have a better chance to be called on a job interview and, ultimately, get a job.

For Your Information

Every Resume or Curriculum Vitae (CV) which delivered, requiring Job Application Letter first. Send CV without Job Application Letter as well as start the interview without shaking hands first.

A good job application letter sparked the interest of recruiters (companies/organizations) and create the impression that the job applicant is personally competent.

Job application letter is an opportunity to deliver the focus and energy. For those who may not have much experience, job application letter is a way to show enthusiasm in applying for a job.

Although there is hesitation & sometimes need to consult as well as references or examples, use your own words which courteous and reflects the personality when writing a job application letter writing style, don't imitate others.

Job Application Letter

Job application letter should be written in a standard business format with a signature on the name. Job application letter usually consist of two or three paragraphs. Try to keep the job application letter consists of only one page and contains the following four sections:

Salutation

Opening

Body

Conclusion

Parts of The Job Application Letter

Salutation

- If possible, send a job application letter to specific individual rather than the name of company/organization only.
- If you do not know who is responsible, please contact the company/organization and ask who require an employee in the position.
- Check the specified name to be spelled correctly. Note the use of Mr/Ms or use a neutral term.

Opening


- The first sentence of the job application letter, must notify recruiter or other sources of information about the job that will be apply and the connection you have in your company/organization.
 - If possible, mention individuals who give recommendations. If derived from advertising, mention the source.
 - Briefly describe the experience but don't be too specific, save for an interview.
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Body

- The next part of the job application letter is a brief description of qualifications.
- Don't just repeat CV, summarizing the most relevant qualifications or provide additional details about a noteworthy achievement, which is required by recruiters.
- Do not voluntarily provide negative information unless you have to. Always maintain a positive self-image, with a tone of confidence.

Closing

- The closing part is an opportunity to demonstrate a commitment to the job you are applying.
- In the last paragraph of job application letter, requested that the letter will follow with interview, and repeat the phone numbers/contacts that can be contacted if necessary.
- Ensure that you would be present if called for interview



**RESEARCH HAS SHOWN THAT RECRUITERS ON AN AVERAGE
HAVE ABOUT THIRTY TO FORTY SECONDS FOR EACH RESUME
THEY SCREEN BEFORE THEY DECIDE WHETHER TO TAKE IT TO THE
NEXT ROUND OR DISCARD IT.**

1

- Resume or CV is a brief summary of experience, education and skills possessed. This is part of marketing, which usually consists of one or two pages, designed to attract the attention of recruiters.

2

- A good CV informs that the capabilities of job applicant in accordance with the requirements of the job by highlighting the strengths and achievements of job applicant. Job applicant may need to write a different resume for each job. Each CV will emphasize what is relevant to the position.

3

- Remember: Even if you don't have a lot of specialized & technical expertise, most of the jobs also require capabilities such as teamwork & communication. It is very important for workers at a beginner level.

Resume (Curriculum Vitae)

Resume or CV's Contents

- Contact Information
 - Qualification Summary
 - Educations
 - Experiences
 - Activities & Organizations
 - Specific Skills
 - Awards & Achievements
 - Other Personal Information
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Contact Information

- Consists of full name; permanent and/or temporary address; phone number; and e-mail address.
- Place your full name at the top of the CV and the contact information below.
- This information should be easy to be seen; recruiters who can not find a phone number, could not be contacted for an interview.
- If you have an e-mail, remember to check your inbox regularly.

Qualification Summary

- Qualification summary evolved from a statement of purpose, is a picture that is designed to answer question about the recruiter "Why should I hire you?" quickly.
 - Lists some of the best qualifications possessed.
 - The position is after the contact information.
 - Qualification summary is an optional thing. It can be very effective for applicants with extensive or varied experiences.
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1

- Divided into two: formal and informal education. Formal education includes all the relevant training and certification, beside school and college. Informal education includes all courses that is relevant, you can mention it in a separate title.

2

- Start history of education with the most recent formal education. For every studies that has followed, write the school's name and its location; degree obtained, along with the year of completion; field of study.

3

- If there is an unfinished education, use of the word '... - until now or still in progress', if you don't know when it will pass.

Educations



Experiences

CV should include employment history. Consists of the name and location of the company/organization where you had worked, how long you work there, and job position.

1

- The organizational activities and experiences can be an excellent source of experience, especially for students or college graduates who don't have any work experience.

2

- Mention involvement in organization or extracurricular activities as a way to demonstrate to recruiters that you are a hard worker and have leadership skills.

3

- It may include participation in college organizations, government institutions, or community activities, especially activities which related to the position that you applying.

Activities & Organizations

Specific Skills

- If you have a specific skill on computer program or software operating skill, foreign language, or technical skills, consider to give it highlight by giving their respective categories, even if it's not directly related to the position that you applying.

Awards & Achievements

- All formal acknowledgments that you have received.
- Includes professional and/or academic awards (achievements).

1

- CV should include other information that is important for the position that you applying. CV should reflects yourself and also should be prepared based on your needs as applicants and also criteria given by recruiter.

2

- However, there is some information that you should not mention in the CV. Don't reveal your medical history, disability, marital status, age, or ethnicity as well as other information that is not relevant unless the recruiter asked.

Other Personal Information

Resume or CV's Format

CHRONOLOGICAL

This format is an excellent choice for applicant with a history of regular job or previous job that is closely related to career goals or the proposed position.

FUNCTIONAL

Contains more skill than the position. This format is ideal for applicant who have some work history, but not in a position directly related to the proposed job.

COMBINATION

This format is the best mixing of chronological and functional format.

We will create a good impression if we make an attractive CV and also easy to read. To create a CV that is easier to read and copied, print on high-quality paper in white or other soft colors. Dark and strong colors may attract attention, but the risk of creating the nonprofessional impression. Also use printer which capable to print with fine result. Use a font with minimum size 10 pt. So that recruiters don't have any trouble to read our CV.

Proofreading

Design

Length

Additional Things

Remember...

Introduce yourself to recruiters through Job Application Letter and CV.
Because the first impression is usually the most long lasting.
Reflect that you are a good person by reading your Job Application Letter and CV several times attentively.
