

GLOSSARY

applicant: one who applies, as for a job.

aptitude: an inborn ability, as for learning; a talent.

benefits: entitlements available in an employment agreement, such as medical and dental insurance.

font: a complete set of printing type of a particular style.

format: the arrangement of data for storage or display.

mentor: a wise and trusted counselor or teacher.

personnel: the body of persons employed by or active in an organization, business, or service.

prerequisite: required or necessary as a prior condition.

qualification: a quality, an ability, or an accomplishment that makes a person suitable for a particular position or task.

reference: 1. a person who is in a position to recommend another or to guarantee his or her fitness, as for a job. 2. a statement about a person's qualifications, character, and dependability.

resume: a brief account of one's professional or work experience and qualifications, often submitted with an employment application.

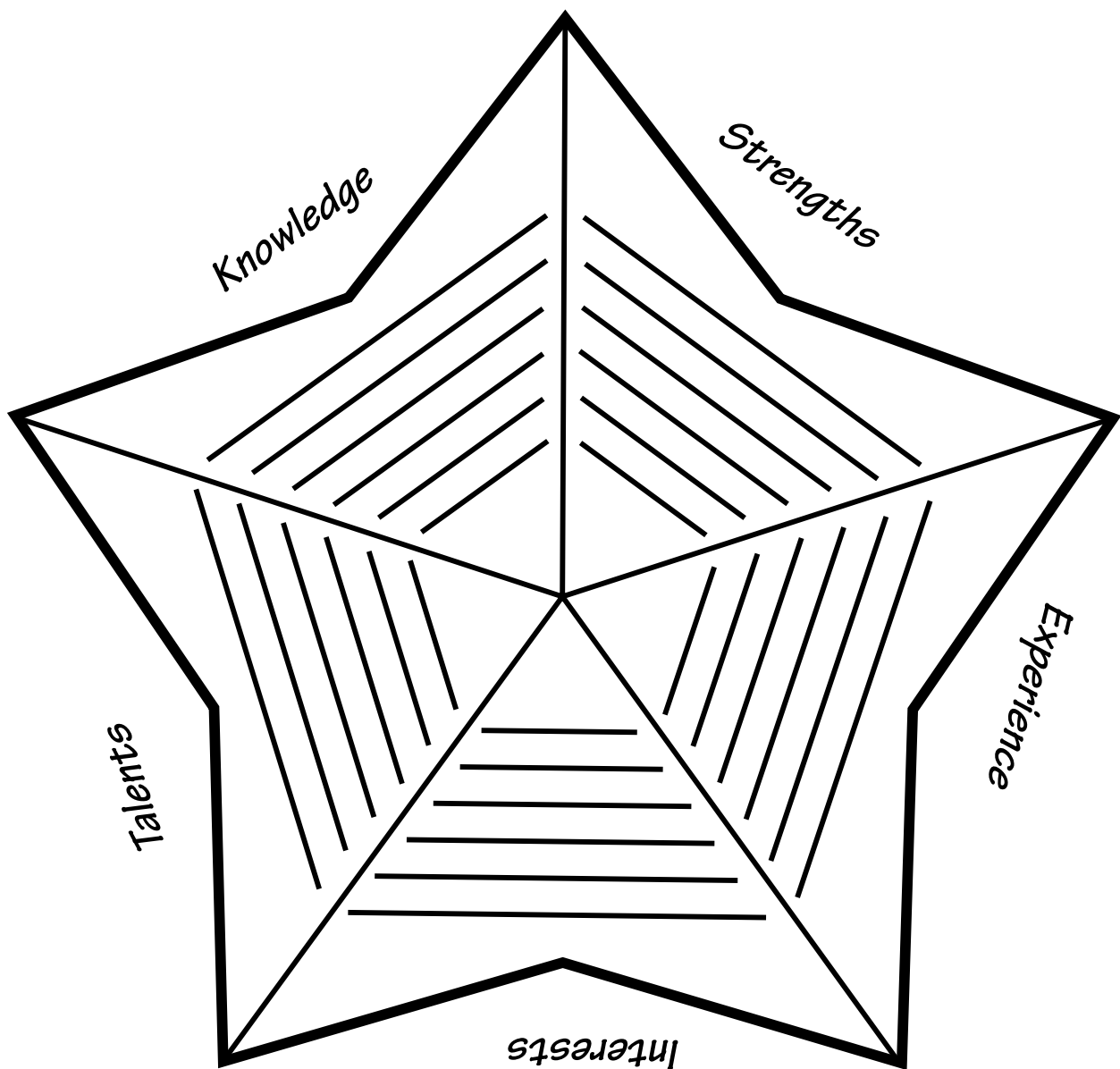
JOB ANALYSIS

Directions: Complete the chart below by writing the appropriate information in each box.

	SKILLS	SCHOOL	SALARY	BENEFITS	CAREER
Job #1:					
Job #2:					
Job #3:					
Job #4:					

MY QUALIFICATIONS

Personal Facts:



IDEAL JOB EQUATION

QUALIFICATIONS	+	SALARY/BENEFITS	+	LOCATION	+
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ENVIRONMENT	-	LIMITING FACTORS	=	MY IDEAL JOB	
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SAMPLE JOB POSTING

COMMUNICATIONS COORDINATOR

Business, Inc.
Denver, CO

Description

Business, Inc. is looking for an experienced, personable, and energetic communications coordinator to join our Denver, CO office. Candidate should be resourceful, ambitious, and results-driven. Responsibilities include managing the company's social media accounts, engaging with and responding to community members, and assisting in the planning of small- to medium-size events.

Details

- Location: Denver, CO (remote work possible)
- Schedule: Full-time
- Experience: 1-3 years in a similar role
- Travel: Low (less than 25% of time)

Key Responsibilities

- Manage the company's social media accounts by creating engaging content, developing a detailed project plan, and adhering to strict timelines.
- Identify new potential audiences and create a detailed outreach plan.
- Respond to and interact with our community through our social media channels.
- Assist in the planning and successful execution of external events by communicating with and securing vendors, event spaces, caterers, and more while staying within budget.

Qualifications

- Proven track record of planning successful events a plus.
- Extensive experience with social media platforms including Facebook and Twitter.
- Ability to work fast and remain calm under pressure.
- Must be well-organized and possess strong communication skills.
- Ability to handle multiple responsibilities at once and effectively prioritize tasks.

Salary and Benefits

Salary commensurate with experience. Ten observed holidays and two weeks paid vacation upon starting. Health and dental insurance.

How to Apply

Send a resume and cover letter to jobs@businessinc.com. No phone calls. References required.

SKILLS TRANSLATOR

EXPERIENCE/ACTIVITY

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SKILLS

=

JOB SKILLS

1. Fill in the small box with your experience or activity.
2. List the skills you use to accomplish that activity in the “Skills” box.
3. Those skills can be translated into the “Job Skills” box.

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EXPERIENCE/ACTIVITY

SKILLS

JOB SKILLS

SAMPLE COVER LETTER

1347 Regata Drive
Georgetown, RI 02931

May 15, 20XX

Ms. Beverly Johnson
Supervisor
Cortland Pharmacy
233 Jones Street
Georgetown, RI 02931

Dear Ms. Johnson:

I am writing to express my interest in the salesperson position at Cortland Pharmacy, as advertised recently. Enclosed with this letter is my resume, providing insight into my experience and skills in customer service.

Currently employed as a cashier at Flagman's Sporting Goods for the past year, I have honed my ability to provide exceptional customer assistance and service. This experience has equipped me with the interpersonal skills necessary for a role in sales, and I am confident in my ability to contribute positively to your team.

Additionally, my commitment to community involvement is demonstrated through my volunteer work at the local hospital. This exposure has familiarised me with pharmaceutical names, further enhancing my suitability for the position at Cortland Pharmacy.

My aspiration for a future career in medicine aligns seamlessly with the ethos of Cortland Pharmacy. I am eager to contribute my enthusiasm and strong interest in medicine to your esteemed establishment, thereby benefiting both your store and my personal and professional growth.

I am eager about the prospect of contributing to Cortland Pharmacy and would appreciate the opportunity to discuss how my skills align with your team's needs. I will follow up with a phone call early next week to arrange a convenient time for an interview.

Should you have any questions in the interim, please feel free to contact me at 0456896527. Thank you for considering my application. I look forward to the possibility of speaking with you and exploring the opportunity further.

Sincerely,

Jason Washington

Jason Washington

YOUR COVER LETTER

Your address

Your city, state, post code

Date

Name

Title

Address

City, state, post code

Dear _____

I am applying for _____

Experiences that have prepared me for this job include _____

I will contact you _____

Sincerely,

Signature

Your name