



Job Seeker's Toolkit

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Note: This toolkit is a compilation of all the documents I was taught to create when I was applying for a job. I created this to help you learn to create your own cover letter, resume, references, etc.

Table of Contents

Page 1: Introductions Notes

Descriptions of Samples:

- 1: Sample Cover Letter
- 2: Sample Resume Layout
- 3: Sample Layout for References
- 4: Questions You May Be Asked By the Employer during an Interview

Page 2: Descriptions of the Following Samples (Continued from Pg. 1):

- 5: Questions You May Want to Ask the Employer at the End of an Interview
- 6: Sample Thank You Letter to Employer
- 7: Sample Regrets Letter
- 8: Sample Letter of Resignation to Employer

Page 3: Sample Cover Letter

Pages 4 - 5: Sample Resume Layout # 1

Pages 6 - 7: Sample Resume Layout # 2

Page 8: Sample Layout for Job References

Page 9: Questions You May Be Asked By the Employer During an Interview

Page 10: Questions You May Want to Ask the Employer at the end of an Interview

Page 11: Sample Thank You Letter to Employer

Page 12: Sample Regrets Letter to Employer

Page 13: Sample Resignation Letter to Employer

Introduction to The Job Seeker's Toolkit

This tool it will help you through learning the necessary steps of becoming employed. In this kit you'll find samples of 8 different documents. Below is a list of each document with a short descriptions of each one.

Tips for making all of your information look professional:

- Use **Times New Roman** font
- Use **Size 11-12** font

1: Sample Cover Letter

A cover letter is a document attached on top of your resume. Effective cover letters should explain your reasons for being interested in the specific organization or business. The letter includes detailed information about your interests, abilities, and any work experience you've had.

2: Sample Resume Layout

A resume gives an employer a brief overview of your education, work experience, volunteer experiences, honors and certificates, skills and references. I'd like to remind you that if there's any section on the resume that you do not have information for then delete it. For example, if you don't have any Honors / Certificates or if you haven't been involved in any volunteer work then don't not use that section when making your resume.

3: Sample Layout for Job References

Your list of references is typed on their own page. Typically you'll need to have 3 people who know you well and know your background as an employee. These people could be directors of groups you volunteered with, co-workers, college professors / instructors, college academic advisor. Two major rules to go by are to first **NEVER** list someone as a reference without first asking for their permission. Also, be sure to tell them the name of the business they can expect to be contacted by. The second major rule is that references cannot be someone you're related to.

4: Questions You May Be Asked By the Employer during an Interview

This document is a list of some of the questions that most employers ask candidates during an interview. I recommend asking someone to do a practice interview with you so you can become comfortable with answering the questions. The final question they typically ask is, "Do you have any questions for me?" and that will then lead you to the next document in the Job Seeker's Toolkit.

5: Questions You May Want to Ask the Employer at the End of an Interview

This document is a list of questions that you may want to ask the employer once they finish all of their interview questions and asks you “Do you have any questions for me?” I recommend downloading and printing this list and then ask someone to do a practice interview with you so that you can become comfortable with asking questions these questions.

6: Sample Thank You Letter to Employer

A thank you letter should be sent to the employer within 48 hours after the interview. I believe a typed letter sent in the mail is the best way for saying thank you. However, a thank you note via email is okay too.

7: Sample Regrets Letter

A Regrets Letter is to be used when you need to inform an employer that you will not be accepting the offered position. When turning down an offered position you need to send a letter of regrets as soon as possible so they can begin searching for another candidate.

8: Sample Letter of Resignation to Employer

This document is a sample outline for writing a letter of resignation. You should send a letter resignation to your employer 2 weeks prior to when you plan to quit working for them. Your letter should be brief and positive. Do not mention any issues you had with your current place of employment. Thank them for the opportunity work for them and offer to assist during the transition while they look for someone to fill your position.

Sample Cover Letter

Your Full Name (First name, Middle Initial, Last Name)

Address, City, State Zip Code

Home Phone: Cell Phone:

Email Address:

Date

To Whom It May Concern,

It is my goal to secure employment in the career of (the name of the exact position you wish to obtain) _____. I am writing to inform you of my interest in obtaining a position in (the type of business you wish to work for) _____, and I am asking that you please consider me for a position in your establishment.

I feel I would be a great candidate for any available positions and feel that I could offer much to your business. I have a calling to _____. As listed on my attached résumé, I have much experience in _____. This experience includes: (briefly describe your experiences related to the position you're applying for such. Example: Describe your volunteer work).

I want to thank you for your time and ask that you consider my resume for employment at your business. I would like to follow up with your facility at regular intervals to check for any openings and possible opportunities for volunteering. Again thank you for your consideration.

Sincerely,

First Name, Middle Initial, Last Name (Signed with a dark blue or black ink pen)

First Name, Middle Initial, Last Name (Typed)

Sample Resume Layout # 1

Your Name

Your Mailing Address

Home Phone # • Cell Phone #

Email Address

OBJECTIVE Obtain a position as a blogger. (1 direct statement describing the position you're applying for.)

EDUCATION (Include when you graduated from high school & College. List them from **most recent to the oldest**).

January 2006 – December 2008	Heart of Georgia Technical College Early Childhood Care and Education Diploma	Dublin, GA
August 2001 – May 2005	West Laurens High School Technical Career Diploma	Dublin, GA

WORK EXPERIENCE (Include the jobs you've had during the last 10 years list the **most recent to the oldest** just like in the EDUCATION section).

Month Year – Month Year	(Name of Business)	City, State
(Job Position Ex: Secretary, Teacher, Nurse, Electrician, etc)		
● List of Duties you completed.		

VOLUNTEER EXPERIENCE (Include any volunteer work you've done related to job you're applying for. List your volunteer work from the **most recent to the oldest** just like in the EDUCATION section).

HONORS AND CERTIFICATES (Include any honors or certificates you've earned. List the **most recent to the oldest** just like in the EDUCATION section).

Heart of Georgia Technical College President's List:

Winter 2006	Spring 2007	Spring 2008	Spring 2009
Spring 2006	Fall 2007	Fall 2008	Summer 2009
			Fall 2009

Member of Heart of Georgia Technical College's Student Government Association: Spring 2007 – Fall 2009

SKILLS (In this section list any skills you have related to the position you're applying for.)

Utilizing Computer Systems: Windows XP, Windows Vista, Windows 7

Knowledgeable about the following programs:

- Microsoft Word 2003, 2007, 2010
- Microsoft Power Point 2003
- Adobe Photoshop Elements 8.0
- Corel DVD MovieFactory 7

Creating blog websites utilizing <http://wordpress.com>

Effectively operates various digital cameras and video cameras

REFERENCES References available upon request (Have your reference list prepared so that you'll be ready when they are requested.)

Sample Resume Layout # 2

Your Name

Address • City, State, Zip Code

Home Phone: ____ - ____ - ____ • Cell Phone: ____ - ____ - ____

Email Address:

Blog Address: (If you have a blog related to the job in which you'd like to obtain. Put the web address to it here.)

OBJECTIVE To obtain a position in the field of Computer Technology.

EDUCATION

January 2009 – December 2009	Heart of Georgia Technical College Early Childhood Paraprofessional Specialization	Dublin, GA
January 2006 – December 2008	Heart of Georgia Technical College Early Childhood Care and Education Diploma	Dublin, GA
August 2001 – May 2005	West Laurens High School Technical Career Diploma	Dublin, GA

TEACHING EXPERIENCE

October 2008 – December 2008	Internship for _____ College (Insert name of college) (Name of school and grade you are serving as an intern at)	Dudley, GA
• List all duties you carried out during your Internship / Practicum.		
March 2008 – May 2008	Practicum for Heart of Georgia Technical College	Dudley, GA

RELATED EXPERIENCE

September 2006 – December 2006	(Job Location) (Name of Program you worked with at the location.)	Dudley, GA
•	List the the tasks you completed throughout your internship.	
•	_____	
•	_____	
•	_____	

VOLUNTEER EXPERIENCE

July 2012 – Present	(Name of Group / Organization) (Position you serve in as a member of this group or organization.)	City, State
•	(List your duties you carry out as a member of the group or Organization)	

WORK EXPERIENCE (Your jobs should be listed from the news to the oldest.)

January 2013 – Present

(Name of Business)

City, State

- Launched a new Association Facebook page
- Assists with maintaining the Facebook page
- _____

HONORS AND CERTIFICATES

(Name of College) President's List: Winter 2006 Spring 2007 Spring 2008 Spring 2009

Member of (Name of College)'s Chapter of the National Technical Honor Society: March 13, 2007

HOPE Grant Recipient

Certified in Heart Saver First Aid, Adult CPR & AED, Child CPR AED and infant CPR on October 24, 2006

SKILLS

Utilizing Computer Systems: Windows XP, Windows Vista, Windows 7

Knowledgeable about the following programs:

- Microsoft Word 2003, 2007, 2010
- Microsoft Power Point 2003 and 2010
- Adobe Photoshop Elements 8.0
- Corel DVD MovieFactory 7

Proficient in creating blog websites utilizing <http://wordpress.com>

Effectively operates various digital cameras and video cameras

REFERENCES Available up request. (Have your reference list prepared so that you'll be ready when they are requested.)

Sample Layout for Job References

References for (Your Name)

Reference's Name

Location where they work

Reference's Job Position

Phone Numbers: (Include any numbers they give you: Work, Home, Cell Phone)

Reference's Name

Location where they work

Reference's Job Position

Phone Numbers: (Include any numbers they give you: Work, Home, Cell Phone)

Reference's Name

Location where they work

Reference's Job Position

Phone Numbers: (Include any numbers they give you: Work, Home, Cell Phone)

Reminder: **Do not** list anyone as a reference without asking their permission first! Be sure to leave a couple spaces between each reference so that your list isn't crowded.

Questions You May Be Asked By the Employer During an Interview

1. Tell me about yourself.
2. Why Should I hire you?
3. Why do you want to work here?
4. What are some of your strengths?
5. What are some of your weaknesses? (Remember to explain how you've worked to overcome those weaknesses.)
6. Why did you leave your last job? (Keep your answer brief and positive. Do not say anything negative about your previous supervisor or co-workers.)
7. Do you have any questions for me? (Say, "Yes!" Now's your opportunity to ask questions about the job!)

Questions You May Want to Ask the Employer at the end of an Interview

After the employer has asked all of their questions they will possibly ask you, “Do you have any questions for me?” Once they ask that question, that is your opportunity to ask questions like the ones listed below.

1. Will there be opportunities for additional training?
2. What would you like to see accomplished in the job?
3. How would I be evaluated for this position?
4. Will there be opportunities for job promotions?

*** Do **NOT** ask about how you’ll be paid until you’ve been offered the position!

Sample Thank You Letter to Employer

Your Name

Your Address

Your City, State, Zip Code

Your Phone Numbers (Include both Home and Cell Phone)

Your Email Address

Date

(Employer's Information)

Name

Position

Name of Business

Address

City, State, Zip Code

Dear Mr. / Mrs. / Ms. Last Name,

It was a pleasure to speak with you about the _____ **(name of the position you applied for)** position at _____ **(include the name of the business)**. The job, as you presented it, seems to be a very good match for my skills and interests. Your description of the business and what you're all working to accomplish confirmed my desire to work with you.

In addition, you have my most sincere commitment to bring my abilities of _____ to your business. My background in _____ will help me to work well with other staff members. I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you about this position.

Sincerely,

First Name, Middle Initial, Last Name **(Signed with a dark blue or black ink pen)**

First Name, Middle Initial, Last Name **(Typed)**

Sample Regrets Letter to Employer

Your Name

Your Address

Your City, State, Zip Code

Your Phone Numbers **(Include both Home and Cell Phone)**

Your Email Address

Date

(Employer's Information)

Name

Position

Name of Business

Address

City, State, Zip Code

Dear Mr. / Mrs. / Ms. Last Name,

I would like to thank you for taking the time to interview me. Your description of the business and what you're all working to accomplish seems very appealing. However, after careful consideration I regret to inform you that I will not be accepting the offered position. Thank you again for taking the time to interview me and to share with me about the position and your business. I wish you all the best as you seek to find someone to fulfill the position.

Sincerely,

First Name, Middle Initial, Last Name **(Signed with a dark blue or black ink pen)**

First Name, Middle Initial, Last Name **(Typed)**

Sample Resignation Letter to Employer

Your Name

Your Address

Your City, State, Zip Code

Your Phone Numbers (Include both Home and Cell Phone)

Your Email Address

Date (Month __, 2014)

(Employer's Information)

Name

Position

Name of Business

Address

City, State, Zip Code

Dear Mr. / Mrs. / Ms. Last Name,

I would like to inform you that I will be resigning from my position as _____ (insert the name of your position), effective _____ (insert the date you will stop working for them).

Thank you for the opportunities for professional and personal development that you have provided me during my time at _____ (insert the name of the business). I have enjoyed working for you and appreciate the support provided me during my tenure with _____ (insert the name of the business).

Please let me know if I can be of any assistance during this transition.

Sincerely,

First Name, Middle Initial, Last Name **(Signed with a dark blue or black ink pen)**

First Name, Middle Initial, Last Name **(Typed)**