**Worforce Preparation Notes**

F. Workforce Preparation.

* 1. Resume.

1. Designed to give the employer information about your background skills, job experience and education.
2. Should be tailored for each job.
3. Purpose is to get an interview.
4. Most resumes should be one (1) page, but no more than (2) pages.
5. Items to include in your resume:

1) Name and address.

2) Objective.

3) Education.

4) Experience.

5) Activities.

6) Skills.

7) References.

2. Cover Letter.

1. Preview to your resume.
2. Should be brief, ½ page, but not more than one (1) page.
3. Items to include:

1) Position you are applying for.

2) Outline your key selling points.

3) Address the needs of the employer

4) Invite employer to contact you.

3. Job Interview.

1. Cover letter sent in to assist in establishing an interview date.
2. Follow-up phone call is typically recommended to secure interview.
3. Resume is sent with cover letter. Typically suggested that the individual bring a copy of resume to the interview as well.
4. Individual should dress in professional attire.
5. Prepare for the interview and application process.
6. Practice common questions asked during an interview.

1) What are your three greatest attributes or strengths?

2) What are your three biggest weaknesses or things you would like to improve upon?

3) Where do you want to be in five years?

4) What leadership qualities can you bring to our company?

5) Why are you the best candidate for job?

1. Gather information typically requested during the application process.

1) General Applicant Information- name, date of birth, address, email, phone.

2) Education- name of school attended, degree obtained, graduation date, etc.

3) Previous Work Experience- dates employed, address, name of supervisor, etc.

4) References- name, address, phone, email.