



# Finding Work

## Applying for a Job

### Job Application Form

Some prospective employers, in addition to asking for a resume, want you to fill out one of their job application forms. For them, this is an important screening and selection tool.

### Do's When Completing a Job Application Form

- Type or print in ink neatly, accurately and as completely as possible.
- Take with you to the firm a note card containing information on previous employers and references (name of person, current address and telephone number).
- Provide complete information on previous jobs.
- Include part-time employment, volunteer work and other valuable non-paying experience in your work history.
- Choose references carefully. Do not list friends or relatives. List previous employers, co-workers, supervisors or instructors.
- Obtain permission from the people you choose as a reference before using their names.
- Double check your application before you submit it. Be sure there are no grammatical or spelling errors.

- Include a telephone number where you can be reached. If you do not have a telephone, arrange with a friend to take a message for you.
- Be sure your application reaches the right place by the requested time.

### Letter of Application

In many fields of work, writing a letter of application is the customary way to ask for a personal interview. This is true in the following situations:

1. when the employer you wish to contact lives in another town;
2. as a cover letter when mailing a resume to a firm; and
3. when answering a want ad.

The letter is written to a specific person in an organization. The purpose of the letter is to show your capabilities and to encourage the employer to look at your resume or personal data sheet.

### Do's When Writing a Letter of Application

- Use a good grade of letter-size white bond paper.
- Type or print neatly, using care in sentence structure, spelling and punctuation.
- Address the letter to a specific person.

- State in the first sentence how you found out about the position and include the job title.
- Briefly state your previous work experience.
- Be clear, concise and business-like.
- Close the letter with a request for a meeting. State the request as though you expect the meeting to occur. Work your request in a way that allows for you to contact the employer.
- Limit the letter to one page to hold interest.
- Enclose a resume or personal data sheet with letter of application.

Your letter of application should relate your qualifications to those specified in the job advertisement. Word the letter in the same tone as that of the ad. That is, if the ad describes the growth potential of a new firm, state your desire to work for a growing company with advancement opportunities.

It is important to spend time on your letter—it can make a difference between getting an interview or being turned away and between receiving a job offer or a rejection.

Letters of application will vary depending on the circumstances in which they are used.

## Sample Letter of Application

715 Clovis Drive  
Somewhere, TN 20000  
April 20, 1995

Mr. Wilbert R. Wilson  
Personnel Director  
Zoom Corporation 3893 Factory Boulevard  
Anywhere, OK 99999

Dear Mr. Wilson:

Recently I learned, through Robert R. Roberts of Daily Advertising Company, that your company's sales operations are expanding to include a regional office in Columbia, Tennessee. It is exciting to know that such a well-respected firm will be joining our business community. I am especially interested in your expansion and would like the opportunity to share my ideas on growth potential with you. I have long had an interest in sales and feel my background has provided me skills that would be useful to Zoom Corporation.

During high school and technical college, I gained progressively more responsible and diverse experience in merchandising products similar to yours. In recent years I have been self-employed in farming, at which time I negotiated sales of commodities produced on my farm. For the past five years, I have been youth leader in a local church. As youth leader, I have organized and coordinated several money-raising activities for the church.

Enclosed is a resume of my qualification for your review. I look forward to meeting with you to discuss my qualifications and to learn more about your requirements for the position.

Very truly yours,

John W. Doe

Enclosure

## References:

Army Community Service  
Division, U.S. Army Community and  
Family Support Center. **Merchandising Your Volunteer Service For Job Credit**, 1986.

South Carolina Employment  
Security Commission. **South Carolina Job Search Assistance Guide**, Columbia, South Carolina, 1986.

United States Department of  
Labor, Employment and Training  
Administration. **Merchandising Your Job Talents**, U.S. Government  
Printing Office, 1985.

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The University of Tennessee Institute of Agriculture, U.S. Department of Ag  
and county governments cooperating in furtherance of Acts of May 8 and June  
Agricultural Extension Service

Billy G. Hicks, Dean