

JOB APPLICATIONS

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The two standard parts of a job application are the *Cover letter* and the *Resume*. You can add more if you think it would be helpful.

Besides the general principles below you should find examples on internet.

Remark. For this homework you do not have to use the latex (though you can do it in latex). The point is that if you want a standard form of a job application, it will be more difficult to achieve this with latex. You can experiment with various word processing systems and use what you prefer.

0.1. **Grammar and spelling.** These should hopefully be perfect. If English is not your first language find a native speaker to check your writing.⁽¹⁾

0.2. **Cover letter.** It expresses your interest in the company to which you are applying, your knowledge of the company and your vision of how you would fit in.

The cover letter is usually one page with 4 standard paragraphs, signature and a list of enclosures.

- The first paragraph explains why are you writing the letter. You should state how you have learned of the company or of a specific position at this company, and why you are interested.
- The second paragraph demonstrates the skills and the background that will make you succeed at this job. This is not the place to list the details of your background as such information is found in the resume.

Writing this paragraph often requires researching the company in order to relate your background to this employer or this position.

Date: ?

¹For most jobs you do not need perfect English, however it is good to indicate your good will when applying for a job.

- In the thikrd paragrap indicate that you would like to have more contact, that you would like an opportunity to talk with somebody at the company, or to be interviewed or simply to learn more about the company.
- In the fourth paragraph you thank the employer for the time and consideration.

You should type your name and sign above the name.

At the end you should also list what is enclosed with the cover letter such as the resume and anything else that you find relevant.

0.3. **Resume.** Here one presents systematically the relevant education, skills, experience and job history.

It is essential that the information is organized for quick absorption. One element is presenting various information on lines or in paragraphs that start with a bullet: •.⁽²⁾

0.3.1. *Some tips.*

- Do not use shorthand, say “B.S.” should be “Bachelor of Science”. Also, “YOG” should be “Year of Graduation”, etc.
- In order not to overload the information one may list only the final course of a sequence, However, the information you do give should be complete and understandable.
Say, instead of listing “Calculus I, Calculus II, Calculus III, Calculus IV” you can write: “Calculus IV, Advanced Multivariable Calculus (MATH 425)”.
Instead of “Stat I and Stat II” it is good to indicate the content of these courses, say “Introduction to Probability” and ‘Introduction to Mathematics Statistics.”
- If you feel that you do not have enough relevant facts to list, you should organize the page so that this is not emphasized. For instance by listing the contact information vertically so that it takes more space.
- GPD should appear on the righ hand side of the page.

²The person reading your letter may be reading hundreds of other applications and may miss information which is placed in an unexpected position or information that requires additional effort.