

Before You Start

Finding a job is a meaningless process until you develop a clear focus that is suited to you. Take time to evaluate your abilities, unique characteristics and passions. In doing so, it will be much easier to determine a career path.

The following list is taken from the book
48 Days to the Work You Love, by Dan Miller.

In searching for a career choice, there are specific questions that you must ask yourself:

- ✓ What was I born to do?
- ✓ What would be my greatest contribution to others?
- ✓ What do I really love to do (and when I am doing it, time just flies by)?
- ✓ What skills do I have that I also enjoy using each day?
- ✓ What are the recurring themes that I find myself drawn to?
- ✓ How do I want to be remembered?

Everyone has a calling. We fulfill our calling by being excellent at whatever God created us to be.

"Choose a job you love and you will never have to work a day in your life."
Confucius

The following pages are filled with resume and cover letter guidance as well as examples of both.

What is a Resume?

- ✓ A resume is your selling tool to get an interview with an employer
- ✓ A resume should entice employers to want to see you
- ✓ In producing an effective resume, it is important to understand yourself; your visions, your abilities and your experiences
- ✓ Most resumes get a 30-40 second look; don't make them too long
- ✓ Be specific; highlight your unique traits
- ✓ If you don't have a lot of work experience, draw your abilities from experiences in the community, school and church
- ✓ Spend 1-2 hours on your resume and complete it

Constructing a Resume

- ✓ Name:
Also include your contact information in this section.
- ✓ Skills Summary:
This should be a summary of your skills and experience that qualifies you for a certain position. It can include things such as years of experience, skills and personality traits.
- ✓ Education:
This is a summary of your education and any special awards you have received.
- ✓ Work Experience:
A summary of chronological work experience. This can be an entire section of a resume or these experiences can be included in a different section.
- ✓ References:
This can be included or the sentence, "available upon request" can also be shown.
- ✓ Other Community Experience:
This is another optional section that can be included in your resume.

The following pages include Resume Examples:
This is an example of someone who has a college education and no work experience:

Jesse James
5000 Deer Park Drive SE Salem, OR 97317
503.375.7000

Skills Summary:

Over two years experience in college leadership. Excellent communication, interpersonal and organizational skills. Two years experience in supervision of student activities. Strong work ethic, high energy and personal commitment to high standards of integrity. Ambitious and desire to succeed.

Education:

Corban College
Salem, Oregon
B.A. Business Management
Graduated Summa Cum Laude
Received Who's Who in America Leadership Award

Experience:

Corban College
2002-2003
Student Government Vice President
 Worked directly on student leadership team
 Developed and implemented student activities survey
 Organized weekly data for President
2003-2004
Student Government President
 Oversaw student government procedures
 Introduced new bi-laws to the student government panel
 Worked closely with faculty and staff; attending meetings with college President

Other Community Experience:

Salem Alliance Church
 Volunteer Staff to High School Youth Group
Union Gospel Mission
 Kitchen Worker

References:

Daren Milionis	Corban College	503.375.7000
Reno Hoff	Corban College	503.375.7000
Josh Jacob	Salem Alliance	503.375.1000

This is an example of someone who only has work experience with one employer:

Janie Doe
5000 Deer Park Drive SE Salem, OR 97317
503.374.1000

Skills Summary:

Solid work experience in multiple facets of office management. Skilled in general secretarial labor. Ability to type 75 WPM. Work independently as well as in a team environment. Committed to high work ethics and described by others as loyal, honest and trustworthy.

Work Experience:

2000-Present
Gentle Dental
Front Desk Receptionist
Salem, OR

OFFICE MANAGEMENT

Completed all office management duties including supply order and data entry

Kept office clean and orderly; excellent customer service

CUSTOMER SERVICE

Answered ten line phone system

Greeted clients in professional and upbeat manner

Tracked client appointments and made phone calls as necessary to clients

TRAINING

Led training programs for office employees

Developed training packets and material for employees

Education:

2000-2004
Corban College
B.A. Business Administration

1997-2000
Sprague High School
High School Diploma

References:

Reno Hoff	Corban College	503.375.1000
Jared James	Gentle Dental	503.375.2000
Daren Milionis	Corban College	503.375.1000

This is an example of a resume focused on skills and not specific employment:

James Johnson
5000 Deer Park Dr. SE Salem, OR 97317
503.375.5000

Skills Summary:

Over three years of management and supervision experience. Visionary with abilities in planning, organization, and project oversight. Goal oriented person with great ambition and high standards of integrity.

Qualifications:

SUPERVISION

- Supervised staff of ten employees.
- Worked as liaison between public and employee department.
- Led department meetings and conferences.
- Managed employee discipline.

ORGANIZATIONAL

- Planned and implemented staff meetings and events.
- Worked with community members in organization of department events.
- Created detailed calendar and agenda

VISIONARY

- Envisioned and implemented new staff procedures
- Motivated staff through updated system of supervision

Work Experience:

2002-2004

Salem Oregon YMCA
Lead After School Coordinator

2002

Corban College
ASB Student Organization Leader

2000-2002

Courthouse Athletic Facility
Head of Recreation Facility

References available upon request.

Cover Letters

What is a Cover Letter?

A cover letter is necessary in the professional world. For the part, a cover letter should always accompany a resume. The content of a cover letter should contain information explaining your situation and your reasons for application to a company.

Constructing a Cover Letter

- ✓ Be sure to include your name, address and phone number at the top, similar to any professional letter.
- ✓ Address the letter to a specific person, if possible, rather than a company.
- ✓ The first paragraph should include a grabber, something that connects you with the employer (For example, state how you came across this job, or why you are interested, etc).
- ✓ The mid sections should consist of one or two paragraphs that make relevant points about your qualifications.
- ✓ The final paragraph should tell the employer what you will do next.

Cover Letter Do's and Don'ts

- ✓ Keep your cover letter short
- ✓ A cover letter should be no more than four or five paragraphs
- ✓ Keep sentences brief (long and complicated sentences do not appeal to employers)
- ✓ State the position
- ✓ Clearly describe ways you will contribute to the company
- ✓ Match, but don't reiterate your resume
- ✓ Keep the tone and content professional
- ✓ Be sure to proofread your letter

The following is an example cover letter:

Kaylee Jones
5000 Deer Park Dr. SE
Salem, OR 97317

Jan Bowe
Human Resources Director
Families Northwest
PO Box 40584
Bellevue, WA 98015

Dear Jan,

In January I was delighted to find an open position in the Communication Department with Families Northwest. I am not only trained in the field of communications, but I am also drawn to the mission and values of your organization.

As for the position of Communications Assistant; I have both the skills and experience for this job. You will see in my resume that I have over three years experience in administrative work. I also have a variety of other work experience that has broadened my field of skills.

As stated, I have the passion for the vision of Families Northwest. The work that you do has great value to me. I see this as a long-term position for myself. The goals that you have at Families Northwest correlate directly with the career aspirations that I have – to advocate stronger marriages and family systems.

Thank you for giving me the opportunity to meet with you. I look forward to what the future may hold.

Sincerely,

Kaylee Jones