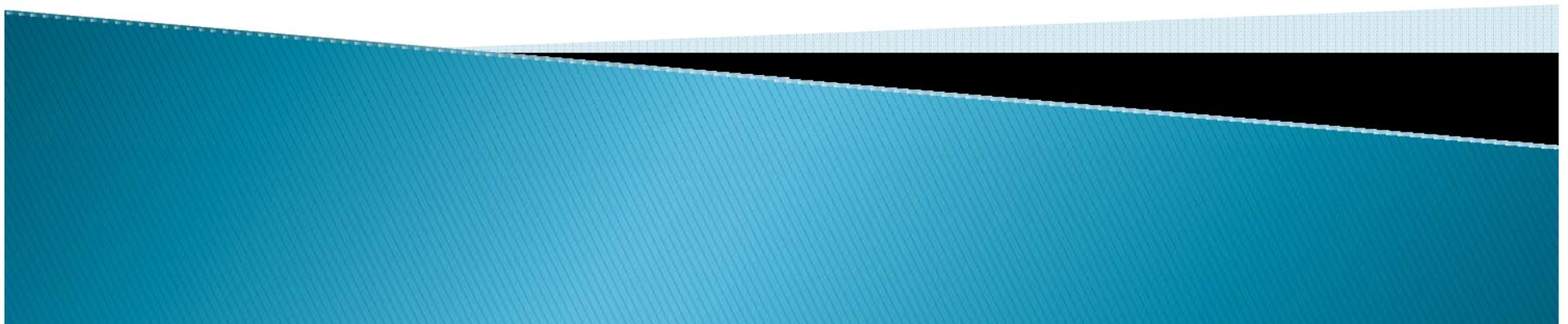




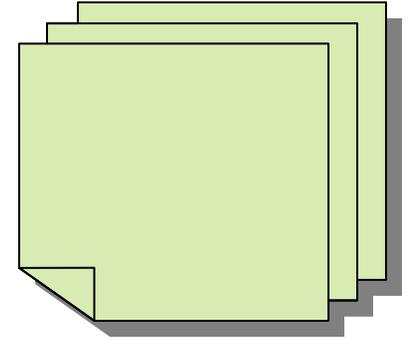
WELCOME

**COVER LETTERS AND
BIOGRAPHICAL SKETCHES**

Differentiating Yourself in Today's Job Market



COVER LETTERS

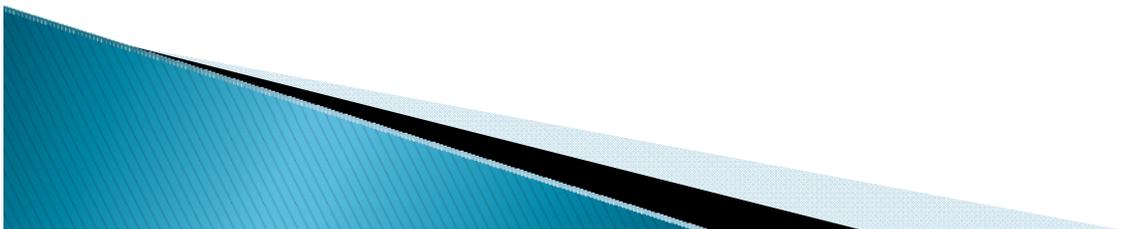


- ▶ **Where possible, include them with your resume**
- ▶ **When attaching a cover letter to a resume, attach as one file**
- ▶ **No typos or grammatical errors, just like your resume**



Try to write to a person....

- ▶ **Dear Ms. or Mr. _____:**
- ▶ **Be sure to use a colon after the salutation**
- ▶ **If no name is available, use a reference line:**
- ▶ **RE: AUDITOR I POSITION**



Set up your letter correctly....

- ▶ **Name, address, email address
top center; name in bold**
- ▶ **Then date, left justified**
- ▶ **Inside address**
- ▶ **Salutation line**
- ▶ **Double space between each
section**



Setting up your cover letter ...

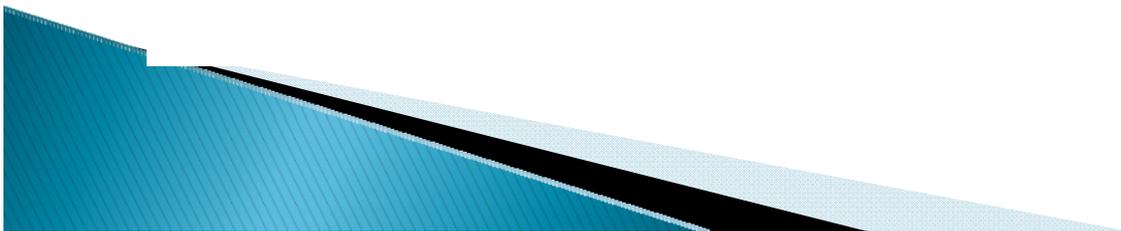
Jan M. Plank
2020 W. Central Avenue
Phoenix, Arizona 85012
Jan.plank@gmail.com

March 28, 2009

Dear Mr. or Ms. _____:

or

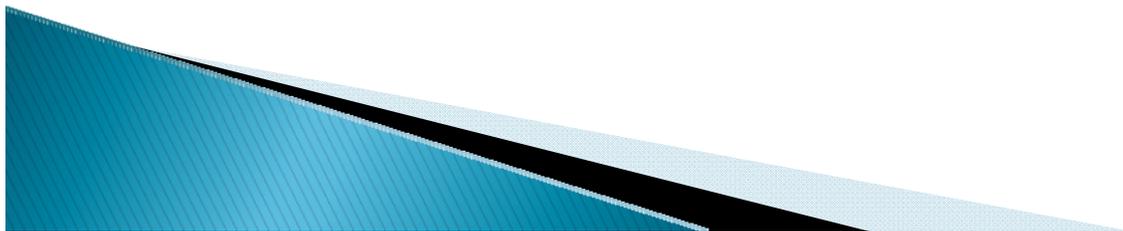
RE: AUDITOR I POSITION



Grab the attention of your reader ...

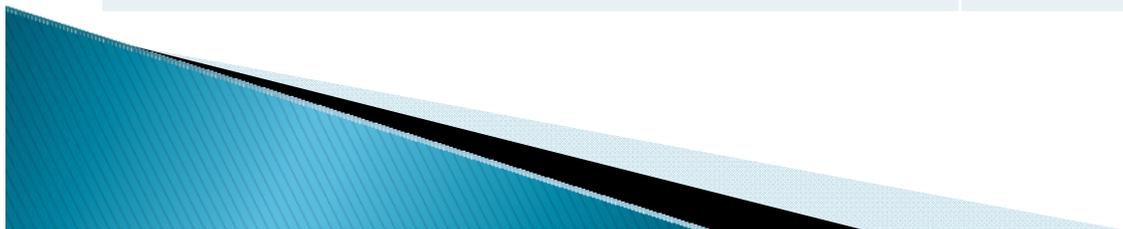


- ▶ **Long, narrative letters tend not to get read**
- ▶ **Match up what you're selling to what the employer is buying**
- ▶ **Draw the attention of the reader to the body of the letter**



INSERT A TABLE INTO YOUR LETTER

YOUR REQUIREMENTS	MY QUALIFICATIONS
•5 years experience in audit	•7 years experience in audit
•Experience with Excel	•8 years experience using Excel
•5 years experience with computerized accounting systems	•7 years experience with AS400 and other proprietary systems
•Some government experience desirable	•3 years experience in public audit



Include a Brief Closing

- ▶ **“Next week I will plan to follow up with you to determine next steps in your selection process. Your consideration is appreciated.”**



Include your phone number under your name

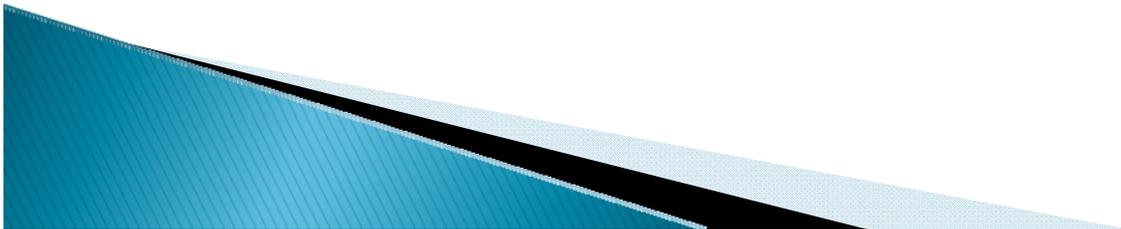
- ▶ **Just maybe the employer will see you as such a good match that they will pick up the phone and call you after reading your letter! It's your last call to action!**

- ▶ **Sincerely,
(sign here electronically or in ink)**

- ▶ **Jan M. Plank
602-555-1234**

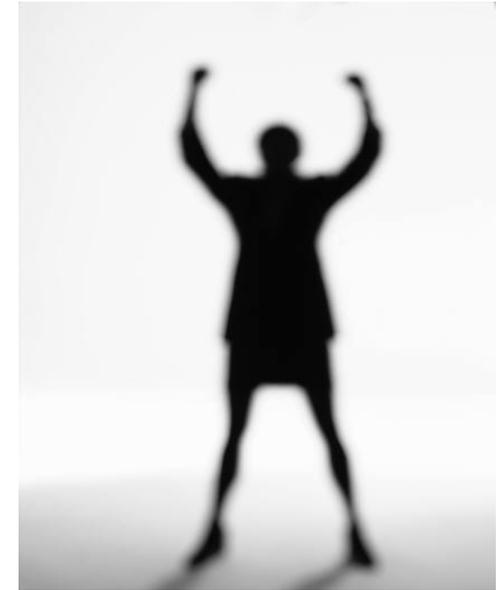


▶ **Handouts of
sample cover
letters**



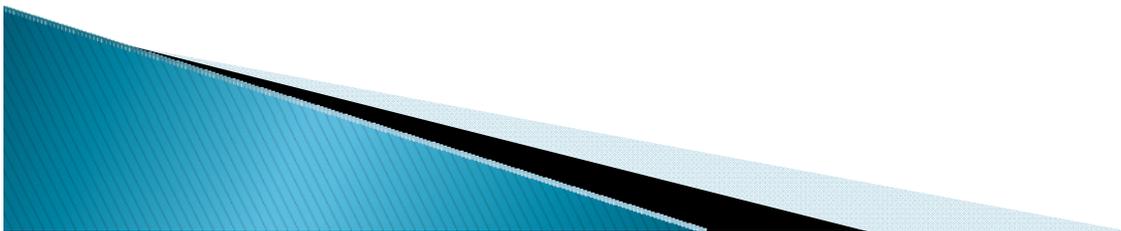
THE BIO

- ▶ **The Biographical Sketch is a great networking tool**
- ▶ **It's a story about you!**
- ▶ **It's uncommon and more interesting, so it will actually be read more often!**



The Bio is appropriate for ...

- ▶ **Networking meetings**
- ▶ **As an introduction of yourself in lieu of a resume**
- ▶ **When inquiring about contract or consulting work**



INCLUDE IN A BIO ...

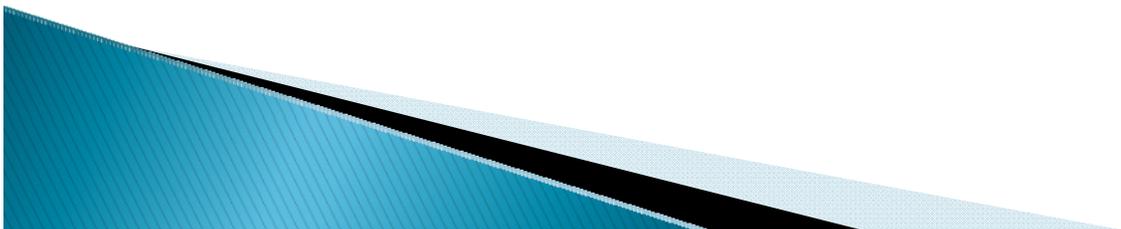


- ▶ **A narrative about your experience, in reverse chronological order**
- ▶ **Specific, succinct accomplishments you are most proud of**
- ▶ **Brief quotes from former supervisors or from previous performance appraisals**

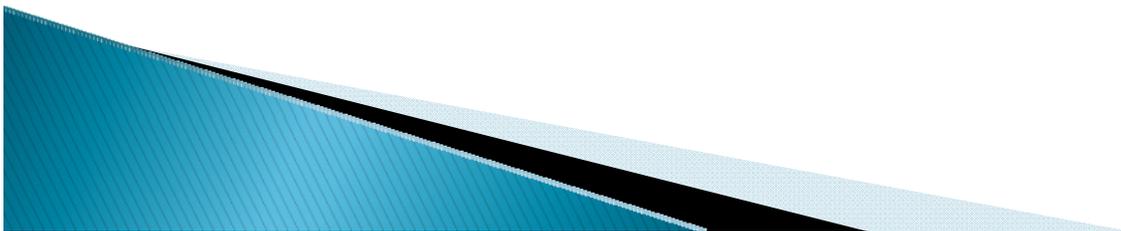


INCLUDE IN A BIO (con't)

- ▶ **Volunteer work or interesting personal hobbies – information that shows you are a well rounded, good citizen**
- ▶ **Education or specialized training**
- ▶ **A statement about your availability:**
- ▶ ***“Jan is available for full-time assignments that will utilize her accounting and audit background.”***

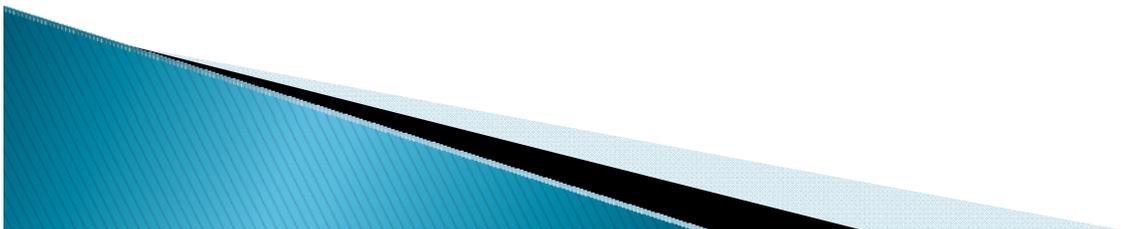
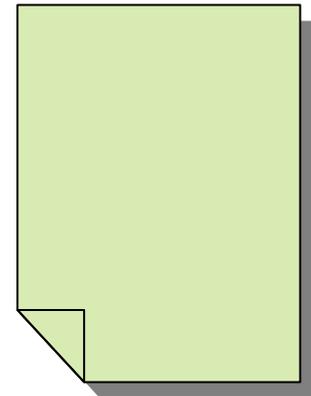


▶ **HANDOUT OF
SAMPLE
BIOGRAPHICAL
SKETCH**



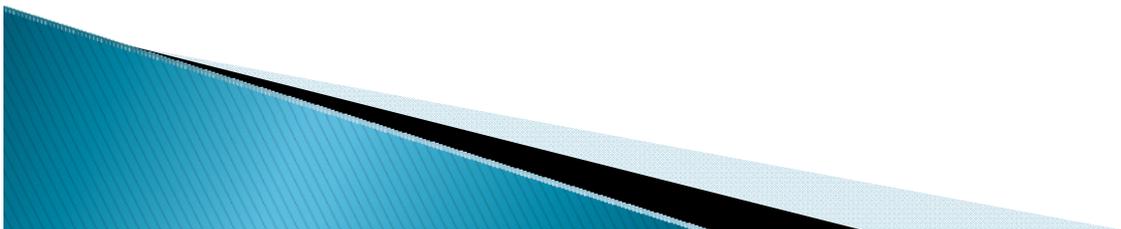
Bio Worksheet Exercise

- ▶ **Fill in the blanks on this worksheet for a good start on your own biographical sketch.....**



REFERENCE LIST

- ▶ **4-6 work related References**
- ▶ **Number them for a professional and organized look**
- ▶ **The reference list is a “leave behind” after the interview**
- ▶ **Be cautious who you use – they can make or break a deal!**

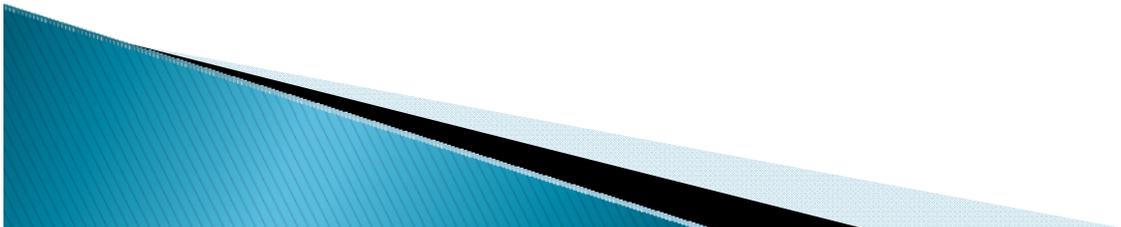


REFERENCES FOR JAN M. PLANK

1. **John Doe**
Manager
XYZ Corporation
602-555-1212

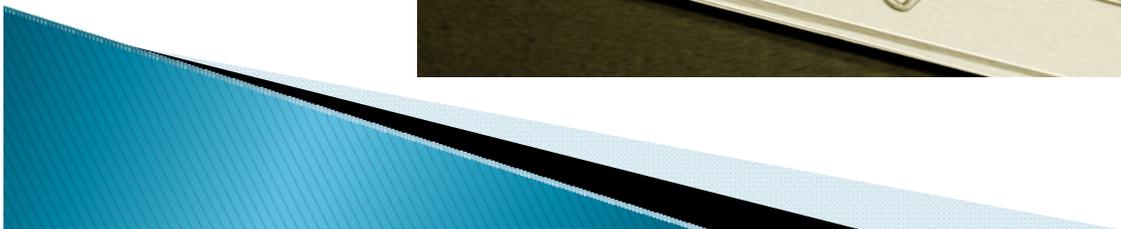
john.doe@xyz.net

John was my former manager when I was an Accounting Supervisor for XYZ.



THANK YOU NOTES

- ▶ **Following a good networking meeting**
- ▶ **Directly following an interview (next day)**
- ▶ **Recommend a handwritten note on cardstock stationery**
- ▶ **Hand deliver, if possible**
- ▶ **Second-best: Typed letter**



EXAMPLE

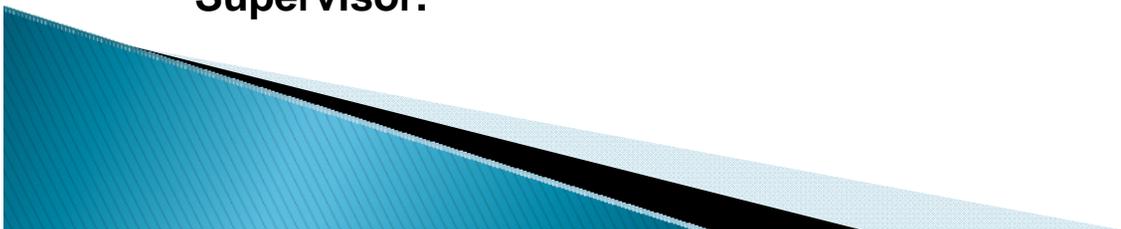
May 30, 2009

Dear Mary:

Thank you so much for taking your time to interview me yesterday for the Accounting Supervisor position. The hour you spent with me was very much appreciated and provided me extensive insight into the immediate needs of your department.

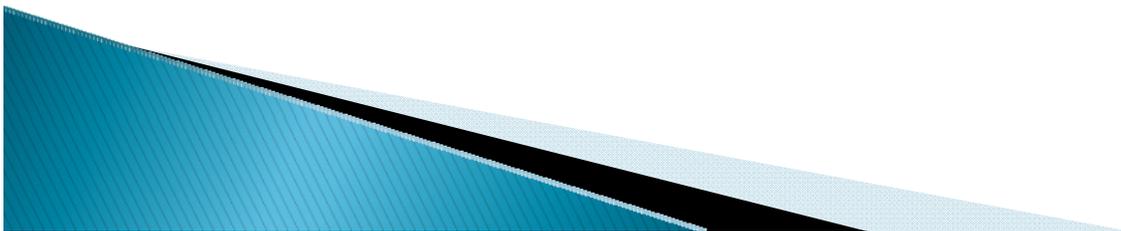
Of particular intrigue to me were your comments regarding your conversion to the AS400 system. As I mentioned, while working for the County we also transitioned to the AS400 system. I believe my experience with that transition would be valuable for your organization and would allow me to be productive on an accelerated learning curve.

Please let me know if you would like any additional information from me that would assist you in your decision making process. From our discussion, I have confidence that I could hit the ground running and provide the necessary leadership and technical skills that you are seeking for your new Accounting Supervisor.



NOW DON'T FORGET

- ▶ **To take care of yourself during your job search! This is a stressful time and your health and well-being needs to be the top priority or all else will be in vain!**
- ▶ **Soon you will have a NEWSTART!**



NEWSTART

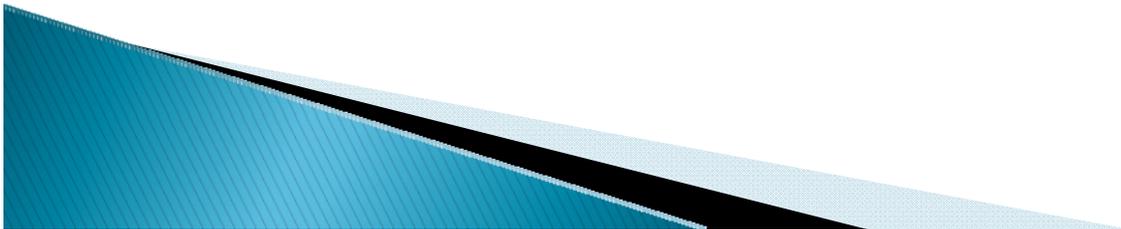
- ▶ **N**utrition
- ▶ **E**xercise
- ▶ **W**ater
- ▶ **S**unshine
- ▶ **T**emperance
- ▶ **A**ir
- ▶ **R**est
- ▶ **T**rust



QUESTIONS ????????????

▶ **Comments?**

▶ **Concerns?**



THANK YOU FOR COMING!

- ▶ **Please fill out an evaluation form – your input into our services is highly valued.**

Each form is read and recorded by our Career Center staff. Your feedback helps us to provide you the services you need!

