The Three Parts to the Employment Process

On Paper

Cover Letter:
- the first impression of you that the employer receives
- should demonstrate that you have the **skills** and the **qualities** the employer is looking for
- a cover letter should *always* accompany a resume

Resume:
- a one- to two-page document arranged in a professional and uncluttered format that is reader-friendly
- two popular formats are the **chronological** (describes work history in reverse chronological order) and **functional/combination** (focuses on relevant skills and provides a brief work history)

Application:
- some organizations require a cover letter, resume and application.
- take time to do it neatly and be sure to respond completely to all relevant questions

In Person

Interviewing:
- be able to talk about yourself, the position and the organization to which you are applying
- remember that first impressions count
- practice alleviates nervousness

Job and Internship Experiences
- verbally demonstrate how previous jobs and internships (as well as coursework) have prepared you for the position that you are interviewing for
- demonstrate a connection between previous experiences and future endeavors

Networking
- join professional organizations as a way to begin to network with professionals working in your field
- networking connections will prove vital as you seek to gain career information and potential job opportunities

Follow Up

Thank You Letter
- send a well written letter within 24- to 48-hours after the interview

Phone Call
- if you're comfortable, follow up with a polite phone
- do not call too soon or too often

Requested Items
- make note of any items that an employer has requested of you
- provide those items as soon as possible

Student Support Services

Career Services
LU 110
http://web.csp.edu/careerservices/

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