

CFM Lesson 3.1: Getting the Job Review

8-1/2-11-inch paper
 Scannable
 Resume
 Fill in all the blanks
 Permission
 Personal Information
 Reference
 E-mail
 Personality

Let the reader know the purpose
 of the letter
 Snail mail, E-mail, Fax
 Activities, Hobbies, or Sports
 20 lb. Bond Paper
 Print neatly in blue/black pen
 Salutation
 Body of the Letter
 Be Truthful
 Letter of Application

1. The _____ introduces you to an employer and sells your qualifications.
2. Unless the employer requests that it be typed, a letter of application should be handwritten.
3. The letter of application should be prepared on _____.
4. A letter of application can be sent by either _____ or _____ or _____.
5. The _____ of application should attract the employer's attention and state your interest in the company.
6. It is usually a good idea to enclose a copy of your _____ with your letter of application and include an enclosure notation on your letter of application.
7. A _____ resume should contain key words from the applicant's career field.
8. A resume is a great place to use fancy designs and type fonts. It will catch the attention of the reader!.
9. The resume should be typed on at least _____ and you should use neon colors like bright green or yellow to attract attention.
10. The first section of the resume contains _____, such as your name and address. This is usually at the very top about 1" down.
11. It is important that you list on your resume only jobs for which you were paid. If you weren't paid, is it an experience item?



Name _____

Mrs. Wilson

12. It is important to include _____ in which you have been active during school.
13. A _____ is someone who has known you for at least one year, is over age 18, and can report on your character and achievements.
14. It is necessary to ask _____ before listing people as references on your resume.
15. True or False? When filling out an employment application, you should answer only the questions you feel are important in getting the job. Just leave the others BLANK and that will be fine.
16. The fastest growing form of business communication is _____.
17. When completing a job application, what THREE things might you do?
18. The greeting of a letter is called the _____.
19. The first paragraph of a letter of application should do what? _____
20. Individual traits and qualities that make you unique are called your _____.