Resume

A resume is a formal document a job applicant creates that showcases their qualifications to apply a job. These qualifications could include their skills, experience, education, and/or achievements. A resume is usually accompanied by a customized cover letter (see below). Unlike a job application where the applicant needs to answer specific employment questions the employer is asking for, the applicant has more freedom as to what information they want to include on their resume. The resume still needs to be completely factual/ accurate. A resume should be short (usually one page) so focusing on relevant experience is important. If a second page is needed, list significant information first.

Cover Letter

A cover letter is a formal document a job applicant creates to express their interest in a specific job or company and draws attention to the most relevant experience on their resume. The applicant should not summarize their resume; they should instead focus on concrete examples of how their experience would be a good fit for the job. A cover letter should follow a standard business letter format. A cover letter should follow a standard business letter format and include the applicant's name and contact information, date, name and contact information for the business they are applying to, greeting, 2-3 paragraphs of job history and job skills information, and signature with name typed underneath.

Interview

A job interview is a professional meeting where a job applicant meets with one or more of a company's representatives to determine whether they are a suitable candidate for the position. Interviews often follow a question-and-answer format and may include competency-based questions (to determine whether an applicant has the knowledge/experience needed for the position), situational-based questions (to understand how an applicant would respond in a situation) or behavior-based questions (to determine the character of an applicant). Interviews can occur face-to-face, via phone, or via web meeting.

Job Board

A job board is a website used by employers to advertise their job openings. In other words, a job board is an online bulletin board used to post job openings. Job seekers can use job boards to search for job openings in their area or profession. Job openings are typically more legitimate on job boards as the job openings are vetted by the job board's staff prior to being posted on the website. A popular job board is *jobcenterofwisconsin.com*.

Job Search Engine Sites

A job search engine site is like Google for job seekers. Job search engine sites pull job openings from various websites such as job boards, career sites, and recruiter listings onto their site. Job search engine sites can be beneficial as a job seeker can access a large number of openings at one time. Job seekers should be cautious, however, as a job posting on a job search engine site may be outdated or lacking information. It is always beneficial to locate and view a job posting on a second source, the best being the employer's website, before applying. A popular job search engine site is *indeed.com.*

Employer's Website

An employer's website is the direct website of a business or agency. It is beneficial to review a job posting on the employer's website when available, even if the job posting can be found on a job board or job search website, as the employer's website typically has the most up-to-date information about the job posting and how to apply. Reviewing the employer's website is also a great way to learn more about the company including its mission statement, values, and current projects. Knowing this information about the company can assist in writing a resume, cover letter or preparing for the interview.

LinkedIn

LinkedIn is a professional networking website designed to help people make and strengthen professional relationships, share their professional experiences (in a resume-like format), learn additional job skills, and find jobs. LinkedIn can be accessed on a computer or mobile device like a smartphone or tablet.

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