

Apply for a Job – Cover Letter Exercise

This activity takes you through the process of applying to an example job. Select a position you’d like to apply for out of the options below, and use your YouScience Profile Results to create a cover letter, write a resume, and prepare for your job interview.

* Read through the job descriptions starting on page 6 of this document
* Choose a position to apply for out of the 6 choices
* Pick 5 sentences from your Results and Bookmarks that show you are the right fit for the job
* Write a Cover Letter for your application to this position

Read through the job descriptions on page 6 and choose a position to apply for:

☐ A) Marketing Regional Director / Campus Recruiter

☐ B) Security Alarm Technician

☐ C) Engineer in Training

☐ D) Entry Level Web Designer

☐ E) Laboratory Scientist

☐ F) Medical Assistant

Choose 5 sentences from Your Results or Describing You section that demonstrate how you are the right fit for the job based on your aptitudes.

1.

2.

3.

4.

5.

Write a Cover Letter for your application to this job.

Review the job description. Underline the most important skills or traits the job requires. Then review your YouScience Profile. Choose two aptitudes and one interest that you think demonstrate why you’d be a great fit for this job. For each aptitude or interest, select a few discussion guide points that really illustrate your capability. If you can, come up with an example of a time when you demonstrated this capacity in real life. Combine them all together in a cover letter that clearly highlights you aptitudes and why you’d excel at this job. Use the template below.

Three most important skills or traits for the position from the job description:

Job Skill 1:

Job Skill 2:

Job Skill 3:

Choose two aptitudes and one interest that you think demonstrate why you’d be great at this job.

Aptitude 1 & Your Aptitude Type:

Discussion Guide Point 1:

Discussion Guide Point 2:

Real Life Example:

Aptitude 2 & Your Aptitude Type:

Discussion Guide Point 1:

Discussion Guide Point 2:

Real Life Example:

Interest 1:

Discussion Guide Point 1:

Discussion Guide Point 2:

Real Life Example:

COVER LETTER TEMPLATE

[Your Name]

[Your Present Address City, State, ZIP Code]

[Date]

[Name of Contact Person listed under Each Position]

[Job Title]

[Name of Company]

Dear Mr./Ms.[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_],

I was excited to see your opening for a [title] position, and I hope to be invited for an interview. I believe that my keen ability for [aspect of Aptitude 1], strong commitment to [aspect of Aptitude 2], and interest in [aspect of Interest 1] make me an ideal candidate to join your team at [company].

As a candidate, here’s what I can immediately bring to the table:

* An effective [descriptor that reflects aptitude #1]:
  + [Description of Discussion Guide Points & Real Life Example]
* A disciplined [descriptor that reflects aptitude #2]:
  + [Description of Discussion Guide Points & Real Life Example]
* A passionate [descriptor that reflects your interest #1]:
  + [Description of Discussion Guide Points & Real Life Example]

I am confident that I can offer you the [aspect of Job Skill 1], [aspect of Job Skill 2], and [aspect of Job Skill 3] abilities you are seeking. Feel free to contact me at [phone] or [email address] to arrange an interview. Thank you for your time -- I look forward to learning more about this opportunity!

Sincerely,

[Your signature]

[Your full name]

JOB DESCRIPTIONS

A) Marketing Regional Director / Campus Recruiter

B) Security Alarm Technician

C) Engineer in Training

D) Entry Level Web Designer

E) Laboratory Scientist

F) Medical Assistant

A) Marketing Regional Director / Campus Recruiter

College Volunteers International is the world's largest volunteer and educational adventure travel program for students. We continue to significantly and positively change our world through meaningful, sustainable volunteer initiatives. We are looking for independent and enthusiastic people to join our team of campus recruitment and sales staff in specific regions all over North America, Europe, Australia and New Zealand. You should be able to work independently, excite a crowd, and be motivated to top the sales charts.

We are seeking individuals for the Regional Director and Campus Recruiter positions with the following attributes:

• A sincere desire to positively change our world through sustainable volunteer initiatives

• Self-motivated and independent people who like to travel

• A long-term mindset (for those interested in the Regional Director position)

• An immediate goal-oriented mindset (for those interested in the Campus Recruiter position)

• Ability to relate well to university students and excite them about travel

• Excellent communication skills and a clear, loud voice

• Can confidently present to a large audience

• A strong work ethic resulting in high earning potential

• A strong sense of adventure

• Work well under pressure with excellent time management skills

• Works well as an individual and in a team oriented environment

• Job requires a willingness to lead, take charge, and generate ideas and offer direction (for those interested in the Regional Director position)

• Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.

• Achievement/Effort - Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

• Social Orientation - Job requires preferring to work with others rather than alone, and being personally connected with others on the job.

• Attention to Detail - Job requires being careful about detail and thorough in completing work tasks.

• Need strong ability to set priorities, solve problems, and be resourceful under pressure.

**Contact Jennifer Zogg, Director of Human Resources at College Volunteers International**

B) Security Alarm Technician

We are one of the nation's oldest, largest and most respected Security Alarm System Dealers. We are looking for technically-savvy and hardworking security systems installers for our growing company. If you are a self- motivated and entrepreneurial individual looking for a rewarding career with a stable and growing company, join our expert team!

Job Responsibilities

• Professional, thorough security consultation with the customer to determine their needs

• Complete installation of the security system

• Train and educate customer on the proper use of their security system

• Manage and account for equipment inventory

• Complete required paperwork, reports and electronic forms

• Update customer account records

• Maintain regular and appropriate communication with Installation Manager

Job Requirements

• Ability to understand basic instructions and follow a checklist of tasks

• Technical and mechanical aptitude

• Skill in using basic hand tools

• Complete basic tool set

• Ability to perform basic work in electrical, plumbing, painting, and carpentry

• Knowledge of and ability to follow safety procedures

• Ability to assess what is needed for detailed repairs and replacements

**Contact Blake Wrightly, Senior Director of Technical Services at Vault Security**

C) Engineer in Training

Our firm has an opportunity for an Engineer in Training. This individual will take responsibility for and manage assigned roadway design, water and sewer, and site development projects, and perform project engineering duties in bringing the project to a successful completion.

Responsibilities:

* Maintains accurate records and prepares bills and payments
* Keeps the project team on schedule and meet due dates
* Provides technical advice and assistance to project personnel
* Coordinates the collaborative efforts of the Engineering, Survey and Mapping departments
* Can foresee and anticipate potential problems and solves them before they happen
* Provides communications, letters and e-mails to appropriate personnel on the status of the project
* Develops sketches and engineering drawing as well as read and interpret blueprints, technical drawings, schematics, and computer-generated reports
* Prepares the technical design drawings for the project
* Checks drawings for accuracy to ensure quality control standards have been met
* Researches new products and generates innovative ideas for designs
* Maintains a good organization system for time saving and efficiency purposes.

**Contact Derek Ruff, Manager of Engineering Services at BuiltWright Construction**

D) Entry Level Web Designer

This Entry Level Web Designer position requires strategic thinking and problem-solving skills, as well as a team-first mentality. The entry-level web designer is charged with managing and completing a list of updates and changes to various client websites. It's a people-oriented job as well working with internal teams to accomplish client goals.

Responsibilities

• Collaborate with a team of website professionals to develop new sites

• Solid understanding of web programming languages

• Task management of all assigned work

• Ability to handle multiple projects and tasks

• Time management

• Provide accurate estimates of time needed for updates and requests

• Quality check of own work

• Build internal relationships

• Utilize problem-solving techniques and strategic thinking to provide solutions

• Build trust, credibility with team members

• Effectively work within a team

Personality Requirements

• Enjoys a fast paced, open, team environment

• Shows integrity, hard work ethic, self-motivated and organized

• Cares about helping clients reach their goals and impact lives

• Being a team player and able to work with a close-knit group of people

• Must be able to handle pressure well

• Outgoing, confident and comfortable with people

**Contact Damien Carter, Development Director at Morton Web Services**

E) Laboratory Scientist

ESSENTIAL LABORATORIES has an immediate FULL-TIME opening for a LABORATORY SCIENTIST to join our team of professionals. Since 1967, we have consistently provided exceptional analytical services for a complete range of environmental test requirements, including the analysis of conventional and non-conventional pollutants in groundwaters, surface waters, industrial wastewaters, soils, sediment, and solid wastes.

CORE FUNCTIONS:

* Performs sample processing, analysis, reporting, and review as assigned and in accordance with required regulatory criteria.
* Provides feedback on referenced regulatory criteria required to perform everyday duties and provides insight into process enhancements and improvements within the guidelines of the methods and regulatory program.
* Follows laboratory practices for safety and waste management.
* Adheres to all company policies and procedures at all times.
* Assists in training of laboratory personnel as directed.
* Uses good laboratory practice in all aspects of laboratory work.
* Maintains an adequate inventory of supplies.
* Maintains cleanliness of work area.
* Performs other duties as assigned.

MINIMUM REQUIREMENTS:

* A minimum of a bachelor degree in the sciences
* Good organizational skills
* Good written and verbal communications skills
* Ability to follow directions and work independently

**Contact Jason Wu, Director of Laboratory & Human Resources at Essential Laboratories**

F) Medical Assistant

Barnsford Medical Group is accepting resumes for an immediate opening for a full time Medical Assistant. This is a dual role between medical assistant duties and front desk reception. We are seeking a friendly, high energy, talented individual with a passion for serving others. Our ideal candidate is a highly organized and detail oriented team player with excellent phone etiquette. Must have computer skills and know how to effectively navigate an Electronic Medical Records system. Must be willing to work flexible hours and be open to traveling to our satellite clinics if needed.

Responsibilities include but are not limited to:

* Fielding program inquiries from prospective patients
* Scheduling / confirming appointments
* Patient check in / check out
* Rooming patients (weight, vitals, EKG)
* Assisting with procedures
* Tracking data
* Stocking supplies / tracking inventory

If you are called in for an interview, be prepared to answer the following questions:

1) Give us an example of how you have shown compassion and excellent customer service to a patient or coworker.

2) Why did you choose to enter the health care field?

3) How would your current boss or supervisor describe you?

**Contact Maria Vasquez, Senior Director of Nursing at Brambletree Medical**