**Day 1**

An application for employment may assume three forms:

1. A formal letter composed by the applicant in which details of name, age, qualification and experience are given.
2. A curriculum vitae with an introductory letter of application
3. The completion of a form provided by the employer, in which the required information is supplied under various headings.

**Tips to fill out an application form**

* Consider photocopying the form before you begin so you have a spare copy in case of a mistake.
* Some companies now offer the application online either to complete through their website and submit, or download and print off or e-mail
* Always read the form through at least once before you complete any part of it. Your house number may go in a separate box to the street name, for example. Making little mistakes like this looks sloppy and unprofessional.
* Before you start writing, gather together all the relevant information you will need, for example previous addresses, examination certificates, passport or social security details.
* Note special instructions such as “USE BLOCK CAPTITALS’, ‘Complete in black ink’ ‘Use first hand’ (this means hand write – do not type) or ‘Do not write outside boxes’. Always follow these instructions.
* Draft any long paragraphs such as personal statements on scrap paper and finalize them before transferring them to the final form.
* Use pencil lines that can be rubbed out to help you write in straight lines- or make a line guide to sit behind the page that shows through the paper.
* Take your time and make sure you are free from distractions you can concentrate.
* Use your best handwriting –prospective employers won’t waste time trying to decipher an illegible form.

 **Day 2**

 The format of the letter of application for employment should contain the following elements:

1. The address of the sender and the date.
2. The name and address of the recipient
3. The greeting or salutation
4. The body of the letter
5. The complimentary close

**Guidelines for writing a letter of application**.

* Say which job you are applying for.
* Summarize qualifications or examinations taken.
* Personal interest help build a picture of the kind of person you are.
* State relevant past experience and why you think you are suitable.
* Say what you hope will take place next and refer to sources of reference.
* Print your name under your signature as signatures can sometimes be difficult to read.

 **Day 3**

 **The résumé**

1. Keep the résumé to ONE page in length
2. Choose a style of organization that is logical and clear to read.
3. Write in a simple and direct style.
4. Avoid using “I” even though you are writing about yourself.
5. Write in short phrases when detailing experience instead of long sentences.
6. Write active statements that show results. For example, do not write I was the president of the Film Club, instead say President of the Film Club- responsible for organizing films and collecting monies.
7. Include all the relevant information-and address anything specific the advert has requested.
8. Write neatly and check the accuracy of your spelling and grammar.

**The different types of résumé**

**Chronological résumé**

Name

Address

Telephone number(s)

E-mail address

Objective

Experience

Education

Technical Skills

**Functional résumé**

Name

Address

Telephone number(s)

E-mail address

Objective

Skills and capabilities

Experience

Education

Employment History

A cover letter to accompany the resume is attached. This letter provides an introductory statement which refers to the job advertisement and mentions any attachments to the application.

**Day 1**: Examine the form below ( if you do not have access to printing write the information in your books) and fill in the relevant information.



**Day 2**

 Consider that Burger King needs students to work in the summer as cashiers. Write a letter of application.

**Day 3**

Consider that you have completed your CSEC examinations. You have seen an advertisement in The Sunday Gleaner for sales clerk for a clothing store. Write a cover letter and a résumé applying for the job.