

How to apply for a job

Prepared by Prof. James W. Souther, Director of University Placement Services, University of Wash

Letter of Transmittal

The Letter

1. Identify the position you are applying for and how you learned of it.
2. Indicate why you are applying for this particular position.
3. Describe your main qualifications.
4. Refer the reader to the enclosed resume.
5. Request the next step in the employment process - personal interview, an answer to your letter, etc.

The Resume

1. Personal information: age, address, telephone number, citizenship, marital status, number of dependents, health, hobbies, military status.
2. Employment goals: type of employment sought, areas of employment interest, limitations you wish to set.
3. Education: degree received, date, major, minors, favorite courses, best courses, grade point, standing in class, courses of particular value in job for which you are applying, percentage of self-support while in school.
4. Experience: work experience, military experience,

school projects, summer jobs, part-time jobs, applicable hobby experience (radio ham, shop work, etc.).

5. Activities: student organizations, professional societies, honoraries, scholastic honors, campus activities, off-campus activities, church, sports, offices held, special projects, committee assignments.
6. Personal background: statement of family background and pre-college life.
7. References: include both professional and character references (be sure to get permission before submitting a person as a reference). Include address and telephone number.

Letter of Acknowledgement

When Offer Is Received

1. Acknowledge receipt of offer.
2. Express your appreciation for the offer.
3. Notify the company of the date you expect to make your decision.

When Rejection Is Received

1. Acknowledge receipt of letter.
2. Thank the company for considering your application.

Letter of Inquiry of Application Status

1. Request status of application.
2. Recap history of your application.
3. State why you need clarification of status of application.
4. Include thanks for cooperation.

Letter Declining Offers

1. Decline offer.
2. Express your appreciation for the offer and the company's interest in you.

Letter Seeking Additional Information

1. Indicate interest in the company and its offer.
2. Ask for the information you need. Be specific!
3. Express your appreciation for the co-operation you receive.

Letter of Acceptance

1. Accept the offer.
2. Refer to offer letter or document.
3. Tell your travel plans and anticipated arrival date.
4. Express your appreciation and your pleasure at joining the company.

CLASSIFIEDS

classified ads are free to members of the academic campus.

Room available with all the living and kitchen facilities for a GIRL in Co-op apartments, 780 Montgomery Street. Call 454-3810.

Room available in Co-op. with all living facilities for a girl. Call 454-3810.

For sale: 1968 Buick Metralia Mk II 250 cc in fine condition Glenn Murray, Apt. 209, "B" Block Park Hill Apts. Fredericton.

For sale: Tape recorder \$125. Solid State, 4 track stereo, reel to reel. Very good condition Call Jim 454-5474.

Baby sitter available 454-3810

Books for sale: 475-8276 Ask for Philip 1st & 2nd year books - Business and Arts.

For sale: 1971 Opel GT Reg. \$4200 Now 3500. W. Hansen Apt. 701, 780 Montgomery Street.

For sale: 1 pair fische. num steel skis Nordick step-in binders

and safety straps. I pair racing poles I pair Humanic skis boots I rack for boots. All 1 year old New \$380.00 Now \$200.00 Call 475-5716.

Student wife will do baby sitting at her apartment in Co-op, 780 Montgomery Street. Phone 454-3810.

Typing service: 35 cents per page, available now in Oromocto 357-6672.

For sale: Ski boots and carrying rack size 10, good condition \$20 Phone Jim 454-5474.

For sale: 1970 Honda 175 3,000 miles good condition apply 624 King's College Road Phone 475-7173.

Wanted to rent or buy 20 ft. canoe Call Ron at 472-6645 or Pam 472-3958.

Sunlamp for sale: G.E. Reg. \$21.95 Selling for \$15.00 Only 5-6 hours use. Like new Call Jim 454-5474.

Reports of great Weed and fantastic "Mesc" in town - could be obtained from any strange looking individual.

Vacancy Single Room for male. 3 bedroom apt. Glenhall Apts. Phone 472-3650.

Want lady to take care of young child (7) and dog, and to houseclean 3:15 - 5:15 pm. Mon - Fri very near university. \$15.00 Phone 454-3939 or 475-4971 extension 458.

For sale: 3 rd year math books. Excellent condition Call 475-5137 after 5:00 p.m.

For sale: 1971 Triumph 650 cc Tiger. Low mileage. Like new. No reasonable offer refused 2 helmets. Call Wally 475-7505.

Study unit consisting of table, chair, lamp and bookshelf. Phone 475-5384.

FOR SALE 1968 Sunbeam Minx, good condition, \$800.00 Call 454-6578 between 5 - 7 p.m.

where it's at

Sponsored by the Moon Palace

FRIDAY OCTOBER 1

Business Administration Society Golf Tournament Fredericton Golf Club Tee off time 1:00 p.m.
Field Hockey UNB at Dal 4:00 p.m.
Ping Pong Meeting 7:30 p.m. Gym Studio
Marathon Rock Sub Ballroom 9 p.m. to 6 a.m.

SATURDAY OCTOBER 2

Field Hockey UNB at Acadia 11:00 a.m.
Cross Country U of Maine at UNB 11:00 a.m.
Football St. F.X. at UNB 1:30 p.m.
Soccer UNB at Mt. A 4:00 p.m.
Recreational Badminton 7:00 - 10:30 p.m. Play started on Wednesday Sept. 29 at the same above times.
DUES: 25 cents a session or \$5.00 for a year competitive membership of \$4.00 for a year non-competitive membership.
ALL WELCOME Advanced play 3:00 - 5:00 p.m. Sundays.

SUNDAY OCTOBER 3

STU Cinema "Devils Brigade" starring William Holden Auditorium, Adm. 50 cents. Times 6:30 p.m. & 9:00 p.m.
at S.T.U. Academic Bldg,

MONDAY OCTOBER 4

Political Science Students Liason committee meeting 7:30 p.m. Tilley Rm. 205
UNB Bridge Club Lord B. Hotel 7:30 p.m.
Varsity Skiing Meeting 7:30 p.m. Room 209 in the Gym.
F'ton Tenants Assoc. Msgr. Boyd Family Centre 7:30 p.m.

TUESDAY OCTOBER 5

Human Rights & Civil Liberties Organizational meeting. Room 102 SUB 7:00 p.m.
UNB Bridge Club Lord B. Hotel 7:30 p.m.
Student Wives Organization of UNB Meeting 8:00 p.m. New Student Union Building. All UNB, STU, & TC student wives invited

WEDNESDAY OCTOBER 6

Chess Club Meeting 7:00 p.m. Room 103 SUB

THURSDAY OCTOBER 7

General meeting - UNB Business Administration Society 7:00 p.m. Room 302 Tilley Hall - All interested students welcome.



SKANAROLA LOUNGE

10:00pm - 2:00am
monday - saturday
dancing & relaxing

FULLY LICENSED

THIS WEEKEND:
THE NEW BREED

the Moon Palace

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