

# SECURE A JOB

Administrative Information Services

# APPLY FOR A JOB

- ✓ Identify ways to apply for jobs
- ✓ Identify information requested on job applications
- ✓ Explain the purpose of a cover letter
- ✓ Describe different formats for resumes
- ✓ Describe conduct and dress when applying for a job

# INTERVIEW FOR A JOB

- ✓ Describe information needed about the job and company
- ✓ Describe information the employer needs about the applicant
- ✓ Identify questions commonly asked by employers
- ✓ Identify legal issues related to job interviews
- ✓ Identify characteristics for successful interviews
- ✓ Identify criteria for evaluating the interview

# FOLLOW UP ON THE JOB INTERVIEW

- ✓ Describe ways to follow up on job interviews
- ✓ Describe ways to cope with rejection

# EVALUATE JOB OFFER

- ✓ Identify criteria for evaluating a job offer
- ✓ Identify negotiable terms
- ✓ Consider content in a letter of acceptance
- ✓ Consider content in a letter of rejection