

## APPLY FOR POSITIONS

Now that you have a completed shell of your professional resume, you should start to look for job openings and begin to apply to positions. Once you have found a position you want to apply to, it is very important that you follow all the directions of the application process. Failure to follow the directions will result in your application being rejected. Modify and update your resume to highlight the skills you have that are asked for in the job posting.

### Cover Letters

Unless noted in the application instructions, always submit a cover letter when applying for a position. The cover letter is another important document submitted to prospective employers that supports your resume and application. This letter enables you to highlight your written communication skills, interest and qualifications for the position. After you have composed the letter, proofread it and correct all spelling and grammatical errors. Do not rely on spell check and ask several people to review it.

Use the same format every time you write a subsequent cover letter. This basic format can be transformed into an effective cover letter by using words that are in the job

description. Make sure the cover letter you have revised has the correct company, dates and job posting information.

**Paragraph One:** Explain why you are writing; include the name of the position, job number and field or area of interest. You may also include where or how you heard of the job opening.

**Paragraph Two:** Mention your qualifications that you think would be of greatest interest to the employer and apply specifically to that position. Read the job posting carefully, as it is important to connect your skills, experience, accomplishments and education to what the employer is seeking. You should not copy exactly what is on your resume, but instead highlight and explain situations where you have gained the experience that relates to the job description.

**Paragraph Three:** Refer the reader to your additional documents (resume, application, portfolio) that give information concerning your qualifications. It is important that you include a request for an interview in this paragraph. Thank the reader for their time and consideration. Sign your letter with an appropriate closing, such as “Sincerely,” and type your name.



**NATHAN NURSE, RN**  
(only put credential initials when earned)  
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June 20, 2021

Hiring Manager  
Best Healthcare Center  
3156 Center Highway  
Anytown, PA 12345

Dear Hiring Manger:

Your opening for a Registered Nurse (Job ID #8675309), which appeared on your website May 30, 2021, is of great interest to me. I am a recent graduate of the Community College of Allegheny County and passed my NCLEX-RN exam on June 1, 2021 (RN #12345). Please consider the following qualifications for this position.

I recently concluded my clinical experience at Kane-Ross Center, where I provided care for long-term care patients. During my long-term care experience there, I worked closely with many professionals, residents, family members, and government agencies. I appreciate the importance of collaborating with other professional disciplines in order to reach the desired goals of the patient. In addition, I am well versed in medical practices and procedures, as well as state and federal requirements for long-term care.

It would be a pleasure to meet with you and discuss this position further. Please feel free to contact me at 555-555-5555 or [nnurse@nurse.com](mailto:nnurse@nurse.com) to schedule an interview or for more information on my qualifications. Thank you for your consideration.

Sincerely,

Nathan Nurse

Attachment

## References for Employment

References can be the most important part of securing a position and are one part of the job search which you have control over. These individuals verify to a potential employer that you will be a good hire and are therefore putting their reputations on the line for you. This is typically why employers require that your references not be relatives because they know that professional references will not lie on your behalf.

In most cases, references are usually contacted by employers after the interview. When they are, they may be the determining factor between two or three candidates for the same position. For this reason alone, it is important that you select your references wisely. You have the responsibility to select the best references for yourself that you possibly can.

## Tips for Selecting References

- Choose people who know you and can discuss your education and/or work-related qualities.
- Past and present employers can usually speak to your work ethic, how you get along with others, and your willingness to take on responsibility.
- If you are selecting a previous supervisor/manager or co-worker for a reference, make sure that person understands you are giving them permission to speak about your job performance and skills.
- Faculty members may know about your academic ability, productivity, timeliness, honesty and integrity. They can also verify course and program content.



## **PAULA PLEASANT**

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## **REFERENCES**

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