

Quadrant II – Notes

Paper Title: Business Communication II

Code: CNG 101

Module Name: Job Applications, Creating Online and Offline CVs, Using Job Boards, Web Researching

Module No: 7

Job Applications

A job application letter is a one-page document that you submit as part of your job application (alongside your CV or Resume). Its purpose is to introduce you and briefly summarize your professional background. On average, your cover letter should be from 250 to 400 words long. A cover letter or application letter is a persuasive document that is designed to market your skills, experience, abilities, and knowledge.

A job application letter, also known as a cover letter, should be sent or uploaded with your resume when applying for jobs. While your resume offers a history of your work experience and an outline of your skills and accomplishments, the job application letter you send to an employer explains why you are qualified for the position and should be selected for an interview.

A well-written job application letter makes your profile stand out and increases your chance of getting selected for an interview.

FORMAT

Use business letter format. Use a formal business letter format when writing your letter.

Heading: A letter of application should begin with both your and the employer's contact information (name, address, phone number, email) followed by the date.

Salutation: A polite greeting

Subject line: The subject line of your job application letter informs the reader about the job you are applying for.

Body of the letter: Think of this section as being three distinct parts. In the first paragraph, you'll want to mention the job you are applying for and how you found out about it. In the second paragraph, highlight your work experience, educational experiences, skills, work ethic, interpersonal skills, and achievements that are relevant to the job you are applying for. Explain why you're the perfect candidate for the job. The third and last part of the body of the letter is where you ask for an interview, show gratitude, and provide the opportunity for the reader to ask for more information.

Complimentary Close: Sign off your email with a polite close, such as "Best" or "Sincerely," followed by your name.

Your job application letter will be accompanied by a CV or a resume.

CV AND RESUME

A CV is a very in-depth document that describes your career journey step-by-step, including all sorts of personal information. You can look at the CV as a comprehensive description of everything you have ever done, all the achievements you are proud of, and all the publications that bear your name.

A resume is a short, straight-to-the-point, document created for the purpose of applying to a specific job. Unlike the CV, you should try to keep a resume as short as possible.

Creating Online and Offline CVs

Since the CV acts as a record of your entire academic and work history, it must be updated every time you accomplish something new academically or professionally.

The CV may be an offline or an online CV. While traditionally, people have relied on hard copies of their CVs, others have leaned into the flexibility and creativity of the Internet and have posted online CVs using internet tools and websites.

Whether you choose to use an online or an offline CV, there are certain key components that must be included in a CV.

CONTACT INFORMATION

It is essential that a potential employer can reach you. This section should include your name, address, phone number and email address. If you are a student, this section might also include a school address and a permanent home address.

EDUCATION

For fresh college graduates, this entry should be your next. For others with full-time work experience, this section should follow your experience section.

This section should include schools and colleges attended (including year of attendance), majors/minors, degrees, and honours and awards received.

WORK EXPERIENCE

This section can also be labelled "Experience," "Work History," or "Employment." This section should include your company name, your job title, dates of employment, and major accomplishments. List experiences in reverse chronological order, starting with your most current experience.

OTHER DETAILS

Other details such as language proficiency, academic/research interests, professional licenses/certifications, technical and specialised skills, volunteer work, references (ask permission before listing someone as a reference) can also be included.

Using Job Boards and Web Researching

The Internet has made looking for a job much easier. Ads are no longer only published in newspapers. Now, they are posted on the Internet. Through search engines and job boards, people use the internet to find jobs for themselves.

Job Boards are websites that display job openings. Organizations and recruiters use job boards to post open positions and search resume databases. Workers use job boards to find new career opportunities and apply for jobs online. Job boards can offer employment opportunities across a wide range of sectors, while others are industry-specific.

Job boards can be used to search for jobs. You can tailor results as per your requirements. You can look for jobs by salary, industry, job title, experience level and more such options. You can also set up job alerts to make sure you don't miss out on the latest opportunities. You can register for an account on these websites, upload your resume and begin your search for a job.