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TRITON COLLEGE CAREER SERVICES

Resumes 101

MLS Inservice

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Presenter:

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Resume Writing

There are two basic formats for resume preparation: chronological and functional. Regardless of which style you elect to use, preparing your resume will take considerable time and effort. Remember, the resume is your sales tool. Therefore, select the style that will highlight your best qualities and yet remain visually appealing to the reader.

There is no overall consensus as to what constitutes a good resume. However, one of the prime rules to keep in mind is that employers will spend less than 20 seconds scanning your resume to determine if it is worth further consideration. Therefore, be certain that your resume is organized, free of errors and attractive enough to pass the test.

Your resume, if effective, will quickly identify:

- ★ who you are
- ★ what you know
- ★ what you have accomplished
- ★ what you would like to do
- ★ what you can offer an employer

Design your resume so that it emphasizes the job qualifications and personal strengths that will serve the employer's needs. Remember, there is no "right" way to develop a resume. Regardless of what resume format or style you choose, it still should be:

- ★ Typed and spaced properly.
- ★ Free of grammatical and typing errors.
- ★ Limited to one or two pages in length.
- ★ Brief and to the point, incorporating phrases rather than prose and complete sentences.
- ★ Complete, containing all information relevant to your education, work experience and career objective.

TYPES OF RESUMES

Chronological resumes are the easiest to prepare and therefore appear to be the more popular style. In this style, you identify information in descending order, with the most recent events listed first under each heading.

Functional resumes enable the candidate to focus on skills, aptitude and qualities that can be applied to a number of situations. This style of resume de-emphasizes chronological listings and emphasizes qualifications, skills and related accomplishments. Skills are organized into categories that tell employer what you will be able to do for them.

Items that appear on resumes:

- ★ Identification and contact information



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- ★ Summary of experience, skills or qualification
- ★ Educational background
- ★ Work Experience
- ★ Relevant course work (if necessary)
- ★ Internship experience
- ★ Awards
- ★ Extracurricular activities
- ★ Professional associations, etc.

Important Resume Tips:

- ★ Try to limit your resume to one page if you have less than 10 years of experience. Some companies will only review one page, so pertinent information needs to be first. If you have an extensive work history, all of which is relevant, then limit it to two pages.
- ★ Use clear concise descriptions of work experiences.
- ★ Be sure your resume has at least a .7 inch margin all around the page; leave space for employers to write notes.
- ★ Use action verbs to begin each statement.
- ★ Avoid the repetition of words; this could distract your reader.
- ★ Avoid the use of personal pronouns such as "I," "He," "She," etc.
- ★ Proofread carefully. Check dates, names, locations, spelling and structure. Read it several times and have several other people read it before printing a final copy.
- ★ Resumes should be written and printed using a computer and laser printer.
- ★ If you would like to see resume samples from various fields, visit the Career Services Library.
- ★ Font size of 10 to 12 is recommended.
- ★ Use 8.5 x 11 quality white paper.

For resume samples, please visit the job search information in our career library. If you need additional help writing a resume make an appointment with a member of our staff.



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Resume Rubric

by Amy Raphael , <http://www.jobweb.com/Resume/help.aspx?id=628>

| | Resume should effectively land you an interview. GOOD JOB! | Resume could land you an interview (borderline case). | Resume is average, needs improvement to rise to the "top of the stack." | Resume needs significant improvement & would be discarded during screening |
|---------------------------|---|--|--|--|
| Format | This resume fills the page but also is not over-crowded. There are no grammar or spelling errors. This resume could be easily scanned. | This resume almost fills the page but has some uneven white space. There may be a single spelling or grammar error here. | The font and spacing of this resume are not appealing and easily scanned. There are more than one spelling or grammar errors. | This resume is either one-half page or two to three pages long. The font is too big or may be hard to read. There is more white space than words on the page. There are multiple spelling errors. |
| Education Section | This section is organized, clear, and well defined. It highlights the most pertinent information. This section includes: institution with its location, graduation date, major, degree, GPA*, study abroad, and any relevant course work. | This section is organized and easy to read. This section includes: institution with its location, graduation date, major, and degree. GPA* is missing from this section. Also, "extra" information such as study abroad and course work are not mentioned. | This section is not well organized. Information such as institution with its location, graduation date, and major are included. Degree and GPA* are not listed. There is no order to how information is formatted in this section. | This section is missing the most crucial information. Institution is listed without a location. Graduation date is not listed. Major is listed but not degree. No GPA* is stated in this section. |
| Experience Section | This section is well defined, and information relates to the intended career field. Places of work, location, titles, and dates are included for each position. Descriptions are clear and well marketed in the form of bullet statements beginning with action verbs. This section could be split into related and other experience. | Descriptions are clear in the form of bullet statements beginning with action verbs. Descriptions are not detailed enough to fully understand what was done. Information does not relate 100 percent to the intended career field. Places of work, location, titles, and dates are included for each position. | Descriptions are not in the form of bullets beginning with action verbs. Complete sentences in paragraph form are used to describe previous positions. Places of work are included for each position but not locations, dates, and titles. | This section is not well defined, and there is no order to the descriptions of each position. Descriptions are not detailed and offer no illustration of what was done. No locations and dates of employment are listed. |
| Honors/ Activities | This section is well organized and easy to understand. Activities and honors are listed and descriptions include skills gained and leadership roles held. Dates of involvement are listed. | This section includes all necessary information but is difficult to follow. Leadership roles within organizations are listed but skills are not defined. Dates of involvement are listed. | This section is missing key information such as leaderships positions held or dates of involvement. Organizations are listed describing the organization, not individual involvement. | This section is missing or contains very little information. Organization titles or dates of involvement are not listed. No descriptions are listed |

*This is true for new graduates with a GPA of 3.0 or better.



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Half the time this is a waste of space because it is not talking about hard skills, and some recruiters hate them

Anatomy of a Resume

Name
Address
City, State, Zip Code
Phone Number(s) ▪ E-mail

Must be at top, can be in center, on left or right

Objective

Seeking a responsible position as a Forklift Driver or CNC Operator, where my knowledge and work experience will have valuable application within your company

Summary of Skills

- Certified forklift driver (gas, electric, sit-down, stand-up and swing)
- Ability to operate CNC machines
- Familiar with manufacturing and production schedules with date-sensitive products
- Certified to use a fire extinguisher
- Expert knowledge of safety procedures
- Outstanding work ethic and excellent multi-tasking abilities
- **Bilingual in English and Spanish**

Listing statement of what the employer is looking for in the order that the employer lists it in their ad. If unsolicited, then this a list of solid years of experience and hard skills that employers are looking for.

If company website available, ad it.

Employment History

Robert C. Weisheit Company, Franklin Park, IL 3/2008 – Present
MACHINE OPERATOR

- Perform CNC machine operations, assembly work and grinding
- Determine part accuracy and measurements using height gauges
- Handle machine maintenance, including checking oil levels and temperature

Month and year preferred format unless very short time.

Grot Tool and Manufacturing, Inc., Skokie, IL 03/2007 – 10/2007
MACHINE OPERATOR

- Similar duties as above

Quebec World, Bensenville, IL 11/1990 – 01/2007
MACHINE OPERATOR

- Operated "TORNO" machine
- Handled "Burn Operator" production and assembly work, as well as bagging and packing
- Provided safe and accurate handling of incoming materials
- Followed detailed instructions and operated all types of material handling equipment
- Performed loading and unloading of trucks
- Ensured that all materials were handled with care and placed in proper storage

Education

Completed high school and trade school in Mexico

New graduates and current students put education at top



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Benjamin Super Achiever

2000 Fifth Avenue • River Grove, Illinois 60171
708/555-2121 (home) • 708/555-1212 (cell) • Benjaminsuperachiever@sbcglobal.net

OBJECTIVE: To obtain a part-time position that will utilize my customer relations, communication or rehabbing skills.

SUMMARY OF SKILLS

- Well-polished written and oral communication skills, with a gift for public speaking
- Comfortable using Word and PowerPoint, and doing data entry (typing speed of 35 wpm)
- Able to speak basic Spanish and introductory Chinese
- Able to lead groups of people to complete tasks
- Five years experience rehabbing houses: assisted in laying hardwood and lument flooring, framing and finish carpentry, demolition, drywall, painting, and landscaping.

EDUCATION AND AWARDS

Senior, Township High School, River Forest, Illinois, expected graduation, June 2008, 3.30/4.0 G.P.A., Honor Roll six consecutive semesters.

PROFESSIONAL EXPERIENCE

Bookstore Clerk, Triton College Bookstore, River Grove, IL (2007-present)

- Assist a diverse student customer base in the selection of textbooks, and help clean the bookstore.

Personal & Landscape Assistant, Connie & Jens O' Neighbor, River Forest, Illinois (2005 – 2007)

- Assisted with helping a couple in their 90's with maintaining their independent living status by taking care of their landscape, assisting them with daily living chores, and helping them move into an assisted living situation.

Rehabbing Assistant, Achiever Rehabbing Services (2002 – present)

- Assist with the following rehab activities: assisted in laying hardwood and lument flooring, framing and finish carpentry, demolition, drywall, painting, and landscaping.

VOLUNTEER/SPORTS ACTIVITIES

On-Call Cameraman, LTTV, LaGrange, IL (2006 – present)

- Report on community events for this cable access station. Won state award for camera work on girl's basketball game.

Organizer, Dodge Cancer, Relay for Life, Township High School, May 2007

- Responsible for supervising a committee of four people in the organization and hosting of this twelve-team dodgeball tournament that raised over \$700 for the American Cancer Association in four hours.

Defender, Township High School Men's Soccer Team, 2004 -2006

Middle Distance Runner, Township High School Men's Track Team, 2005 and 2007



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Name

Address City, State, Zip Code Phone Number(s) E-mail

Objective

To find a position in Production Scheduling or Quality Assurance where I can utilize my acquired skills and have an opportunity for advancement

Certifications

Received certification through the State of Illinois Department of Public Health and the City of Chicago Department of Public Health to perform food safety and sanitation inspections

Experience

Jemm Wholesale Meat Company, Chicago, IL 2006 – 2007

HACCP Coordinator/Chili Production Supervisor

- Company purchased I. Jacobs Sausage Company in 2006
- Oversaw all aspects of food safety and sanitation
- Coordinated with the Quality Assurance Manager to ensure that all USDA regulations were adhered to by the company
- Received state and local certification (see above) to perform food inspection duties

I. Jacobs Sausage Company, Chicago, IL 2002 - 2006

Quality Control Manager

- Similar duties as listed below

Corfu Tasty, Bensenville, IL 2001 – 2002

Quality Control Supervisor

- Provided supervision to several Quality Control Technicians
- Addressed any deficiencies or problems in the manufacturing process
- Handled relations with the USDA Inspector, and implemented any recommendations given to improve quality and efficiency

Glenmark (OSI International Foods, Ltd.), Chicago, IL 1980 – 2000

Production Scheduler (1998 to 2000)

- Identified all items in product groups and families
- Identified MTS and MTO items and established inventory prices
- Established production schedules, including plan of requirements and manufacturing schedules
- Identified all finished products and established a priority system to meet customer deadlines
- Identified forecasts through sales, scheduled customer orders, established warehouse replenishment levels and lot sizes
- Planned and stocked rough-cut materials and capacity requirements for all product groups and families
- Prepared production notices of line load and labor forecasts
- Followed up against scheduled production and advised A.T.P. dates and completion dates
- Took necessary action to eliminate delays and insure adherence to production and shipping schedules
- Cooperated with other departments in the development of adequate records for production, planning and control purposes
- Acted as liaison between sales, marketing and manufacturing to expedite orders in a timely way
- Worked with the purchasing and planning department to ensure adequate and proper flow of materials
- Created long range production schedules on all product lines to assist in the procurement and planning of all necessary raw materials using market conditions as a guide
- Worked efficiently to keep up with production speeds at all times

Education

Triton College, River Grove, IL

- Completed GED and English as a Second Language certificate
- Earned credits toward Associates Degree

Guadalupe Victoria High School, Durango, Mexico



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JASMINE AVERAGE STUDENT

Address, Phone, E-mail

OBJECTIVE

To secure an internship in a manufacturing environment.

SKILLS

- Auto CAD, MS office products, Internet
- Patient when working with others
- Good work record, responsible, punctual, and a team player
- Dedicated to learning trade and progressing through the organization

EMPLOYMENT

PARK DISTRICT ACTIVITY COORDINATOR / SUMMER CAMP COUNSELOR 2002-PRESENT
Coaching youth sports, and teaching classes.

DAY CAMP DIRECTOR 2006 (SEASONAL)
Organize and plan activities for large groups of children of various ages on a daily basis.
Supervised nine camp counselors.

EDUCATION

ENGINEERING TECHNOLOGY 2005-2006
Triton Community College *2000 Fifth Ave., River Grove, IL 60171*

Currently taking Computer-aided Design and Drafting courses.

HIGH SCHOOL DIPLOMA 2000-04
Oak Park River Forest High School *201 N. Scoville, Oak Park, IL. 60302*
Completed courses on Electricity (circuit building and wiring), and Computer Applications



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Name

Street Address City, State Zip Code

Phone Number E-mail

OBJECTIVE

To obtain a customer service, inventory or warehouse position where my skills can be best utilized.

SKILLS

- Ability to work independently or in a team-oriented environment
- Detail-oriented, exhibiting a positive and professional attitude with customers
- Excellent analytical and time management skills

EXPERIENCE

Warehouse/Loader/Unloader

- Confirm that boxes are labeled correctly and shipped to the corresponding locations
- Unload trucks at the beginning of each shift
- Offload product and place on conveyor belts
- Provide assistance to co-workers in different areas to ensure smooth and efficient operations

Waiter/Banquet Server

- Serve meals according to rules of etiquette and Department of Food and Sanitation guidelines.
- Assemble/Disassemble tables and place settings prior to and after each event.
- Observe guests to determine when meals have been completed.
- Relay orders to kitchen if buffet trays need to be replenished.

Cashier/Customer Service Representative

- Assist customers with orders while suggesting and promoting company products.
- Compute totals and receive monies for goods purchased and record information into cash register. Process credit card transactions.
- Balance cash register before and after every shift.
- Maintain accurate count of inventory and ensure that sufficient merchandise is in stock.
- Assemble display items to promote interest in products and merchandise sales.

EMPLOYMENT HISTORY

| | | | |
|---------------|------------------------------|---------------------------------|-------------------------|
| 06/07-Present | Walgreen's Distribution Ctr. | Loader/Picker/Packer | Berkeley, Illinois |
| 10/04-Present | Park Place of Countryside | Banquet Server (on-call) | Countryside, Illinois |
| 7/05-Present | Chantilly Banquets | Banquet Server (on-call) | Countryside, Illinois |
| 10/04-6/06 | Christian Store Outlet | Cashier/Customer Service | Countryside, Illinois |
| 2/01-7/05 | Bargain Books | Cashier/Customer Service | Countryside, Illinois |
| 6/01-6/05 | Plymouth Place | Banquet Server | LaGrange Park, Illinois |

EDUCATION

Triton College, River Grove, Illinois

- Awarded GED (2007) and received Basic Security certificate (2006)

Triton College Career Services Center • Room C-113
 (708)456-0300 • Ext. 3619, 3746 or 3805
 www.triton.edu • careerservices@triton.edu



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Name

Street Address

City, State Zip Code

Phone Number

E-mail

Career Summary

- Experienced professional with a diverse background in Sales, Customer Service, Shipping/Logistics, Electrical Maintenance and HVAC
- Seeking to apply my recent education and skills as an **Apprentice HVAC Installation and Service Technician** with a reputable company

Air Conditioning and Refrigeration

- Knowledge of Basic Refrigeration and Air Conditioning
- Applied Electricity
- Hands-on lab experience

Electrical Maintenance and Punch Press Operations

- AC/DC Circuits and Applications
- AC/DC Motors and Controllers
- Three-Phase Motors and Controllers
- Programmable Controllers
- Electronic and Digital Devices and Circuits
- Knowledge of various hand tools
- Punch Press and mixing machines
- Machine maintenance
- Familiar with Quality Control and following batch specifications

Sales and Customer Service

- Provide exceptional customer service to new and existing customers
- Set appointments and gave product demonstrations
- Follow up on referrals and prospect new customers
- Prepare and process sales requisitions
- Approve and control purchasing budgets and expenditures
- Select products to be displayed at trade shows
- Determine price schedules and discount rates



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Sample Person, page 2

Employment History

| | |
|---|----------------|
| Moo & Oink, Chicago, IL CASE MAN | 2008 – Present |
| Hart Distributing, Chicago, IL CUSTOMER SERVICE | 2008 – Present |
| Roger's Merchandise, Berwyn, IL SALES MANAGER | 2001 – 2008 |
| FedEx Ground, McCook, IL PACKAGE HANDLER | 2005 – 2007 |
| Sun Chemicals, Chicago, IL WEIGHT MIXER | 1995 – 2003 |
| PSW Industries, Chicago, IL PUNCH PRESS OPERATOR | 1990 – 1995 |

Education

| | |
|--|----------------|
| Triton College, River Grove, IL | 2007 – Present |
| <ul style="list-style-type: none">• Coursework completed toward Air Conditioning and Refrigeration Certificate• Date of expected completion: May 2009 | |
| Coyne American Institute, Chicago, IL | 2002 |
| <ul style="list-style-type: none">• Certificate: Electrical Maintenance | |
| PLCCA Computer Center, Maywood, IL | 2002 |
| <ul style="list-style-type: none">• Certificate: Microsoft Office 2000 | |



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Name

Street Address

City, State Zip Code

Phone Number

E-mail

Experienced clinician providing psychotherapy and case management services to children, adolescents, and families with social, emotional, and behavioral problems. Have also worked with low income individuals, domestic violence cases and the homeless.

SUMMARY OF QUALIFICATIONS

CLINICAL

- * Over ten years experience performing intakes and assessments, developing individualized treatment plans, and providing crisis intervention
- * Performed marriage, family, individual, and group therapy
- * Counseled and assessed youth and adults for drug use
- * Worked with youth involved in DCFS and the Juvenile Court
- * Counseled gang-involved youth
- * Designed and facilitated support, motivational, and training groups focusing on coping, behavior management, and problem solving skills
- * Provided counseling and case management to homeless families living in transitional housing and assisted them in learning life skills to maintain permanent housing
- * Provided liaison, therapeutic and consultation services for local schools to develop programs for students' behavioral and emotional problems
- * Conducted individual and group classes for parents to learn discipline and communication techniques
- * Experienced working with women's issues, such as sexual abuse, single parent problems, and self esteem
- * Performed anger management therapy for clients and court-referred individuals

SPECIALIZED SKILLS

- * Experienced with Medicaid billing and Public Aid standards
- * Completed 40-hour program in domestic violence
- * Provided medication monitoring for youth and adults

CASE MANAGEMENT

- * Performed case management, referral, linkage, support, advocacy, and discharge planning
- * Coordinated care with multiple agencies to meet clients' comprehensive medical, psychological, and social needs
- * Acted as a consultant to various community groups regarding homeless issues, networked with homeless agencies, and provided community education and outreach



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Sample Person, page 2

PROGRAM DEVELOPMENT

- * Developed a program for low income individuals to aid them in overcoming employment barriers, learn life skills, and access financial services
- * Supervised volunteers working with homeless families

WORK EXPERIENCE

Delta T, Oak Brook, IL
Contract Social Worker for various positions. 2007- Present.

Owned and operated a small art-related business. 2003-2007

ProCare Center, Broadview, IL
Performed therapy with children, adolescents, families, and adults. 2000-2002

Catholic Charities, Lombard, IL
Counselor/Case Manager, working with homeless families in transitional housing.
1998-2000

Family Service and Mental Health Center of Cicero, Cicero, IL
Adolescent Therapist, 1993-1997

Hinsdale Hospital, Hinsdale, IL
Social Worker, Adolescent Inpatient Unit, 1992-1993

EDUCATION

Master of Social Work, 1992
Loyola University, Chicago, IL
Licensed Social Worker

PROFESSIONAL ORGANIZATIONS

Member of the National Association of Social Workers



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Cover Letter/ E-mail Message Formula

Name
Address
City, State, zip
e-mail ■ phone number

Create "personal stationary" for all paper correspondence

Date

Date on written correspondence

Contact Name, Job Title
Company Name
Address
City, State, Zip Code

Address on all paper correspondence

Salutation needed for both written and oral

Dear Hiring Manager:

In both letters and e-mails, this paragraph says why you are writing and how you hard about the position.

Please accept this letter and the attached resume as my application for _____ I learned of the position through _____.

During the last twelve years, my experience has been concentrated in working with a variety of people and addressing their needs and concerns. For the past eight years, I have worked in the furniture industry doing both office support and customer service. At these companies, my strong organizational skills have allowed me to efficiently manage a large variety of tasks. In addition, I am a great listener who is empathetic and dedicated to providing outstanding service to customers. Please take a moment to review my resume which details my qualifications in more detail.

In both letters and e-mails, this paragraph states why you are qualified.

I would welcome the opportunity to further discuss how my experience would be an asset to your organization. Thank you in advance for your time and consideration. Please feel free to contact me at: (phone number).

In both letters and e-mails, this paragraph asks for interview and states how to get in touch with you.

Sincerely,

Always add closing & name

Your Name



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Sample Cover Letter

George Boole

123 Sesame Street ► Cork, Ireland ► 708/456-0300 ► mathguru@yahoo.com

Mr. Bruce Smith
Mathematics Department
University of Wisconsin – LaCrosse
1725 Main Street, Cowley Hall
LaCrosse, WI 54601

Dear Professor Riley,

Please accept this letter and the enclosed resume as my application for the faculty position you advertised in HigherEdJobs.com. (My transcripts and other required documents are being mailed separately.) The chance to work at a college where both teaching and research are equally valued led to my application.

I have over twenty years experience performing the duties you require in this position. Although, I do not have a formal mathematics education, my talents lead me to be named the first Mathematics Professor at Queens College, Cork Ireland. My teaching style is versatile and engaging because I integrate my knowledge of the world into my lectures, as well as my knowledge of philosophy. The highlight of my career has been the development of Boolean Algebra, which lead to the creation of Computer Science. I feel like can contrite to the area of student research and independent study having been published over twenty times. This is the time of my life to start mentoring others, and sharing my knowledge with them; therefore, I believe I would be a very good match for your department.

Thank you for your consideration. Feel free to contact me with questions or to set-up an interview. The best way to reach me is through my e-mail, mathguru@yahoo.com.

Sincerely,

George Boole



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Cover Letter Writing

Cover letters are a critical component of your job search process and a necessary companion to your resume. Effective letters are as important in the job search process as an effective resume. Employers often read the cover letter before they read the enclosed resume. Your cover letter does not duplicate the information in your resume. It details the reasons you are interested in the position and organization, how your skills and training meet their qualifications, and your contact information. Usually, the first paragraph why you are writing to them, the position or type of position you are applying for. The second details your skills, experiences, and training that matches their needs. The final paragraph indicated your contact and follow-up information. Always compose a rough draft and have another person critique it. Remember to make your cover letter adaptable enough so you can make small changes in submitting it to other employers.

The following are some important tips for cover letter writing:

- ★ Always include a cover letter with your resume.
- ★ Each letter needs to be tailored to the position for which you are applying.
- ★ Be certain to explain how your past experience qualifies you for the position.
- ★ Always proofread your cover letters to make sure there are no typing mistakes or grammatical errors.
- ★ It is strongly recommended that you have someone review your letter prior to sending it to an employer.
- ★ Make a copy of the letter for your personal files and keep it with the position advertisement.
- ★ Single-space the body, double space between paragraphs.
- ★ Avoid beginning your cover letter with the word "I." Also, avoid using the word "I" repetitiously at the beginning of your sentences throughout your letter.
- ★ If you fax or e-mail a resume, include a formal cover letter in addition to the fax cover sheet. It also is wise to send hard copies of your cover letter and resume after you fax them.

For cover letter samples see the job search information in our career library. If you need additional help writing a cover letter, make an appointment with a member of our staff. Career Services is located in College Center, next to the Welcome Center.



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Find Jobs on CCJobNet.com

Welcome to the **Triton College CCJobNet!** CCJobNet is a joint partnership among several Northern Illinois Community College Career Centers. Triton College is excited to bring this advanced level of service to both our job seekers. In order to obtaining a CCJobNet.com Password for Job Seekers, you need a valid e-mail address. **Please follow the steps listed below to obtain a USER NAME and PASSWORD to obtain CCJobNet.com.**

1. Log on **www.ccjobnet.com**.
2. Click on **Job Seekers** box.
3. Click on **Here** to sign up for USER NAME and PASSWORD.
4. Select **Triton College** from the list of community colleges and click on submit.
5. Complete information about your name, e-mail and contact information on the registration screen and click **SUBMIT**.
6. **Minimize** this screen.
7. **Open your e-mail** and find the message from CCjobnet that provides your **REGISTRATION CODE**.
8. Follow instructions on the email message and **COPY YOUR REGISTRATION CODE**.
9. **MAXIMIZE** the CCJobNet.com window.
10. **Fill in your USER NAME (your email address) and PASTE THE REGISTRATION CODE** that was assigned to you in the previous email in the lines
11. Input your **NEW PASSWORD**. It should be easy for you to remember but difficult for someone else to guess. Then **CONFIRM THE PASSWORD** and hit continue.
12. Fill in your **USER NAME** (your e-mail address) and **PASSWORD**. Click on **SUBMIT**.
13. You are now able to **SEARCH JOBS, POST RESUMES, see EMPLOYER LIST, and see ANNOUNCEMENTS, CONTACT ADMIN., or LOG OFF**.
14. You will also get an email from CCjobNEt.com confirming their USER NAME and PASSWORD.
15. Job Seekers' USER NAME and PASSWORD are good for 6 months. You will get an email from CCjobnet.com seven days before its expiration date asking if you wish to renew it.

QUESTIONS? The Career Services Center at Triton College is available to assist you in your job search needs. If you have questions, please contact us at 708-456-0300, x3619 or via email at careerservices@triton.edu.

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