



## Resume and Cover Letter



Your **resume** highlights your education, experience, skills and achievements. Tailor it for each job you apply for. Limit it to 1 to 2 pages, at most. Things to include on a resume are listed below.

You don't need to include details about your health. However, you can use it as an example of how you overcame challenges that prove you are resilient and can multitask.

Your **cover letter** goes with your resume. It's your chance to get the reviewer's attention and ask you to come in for an interview. Talk about the position and spotlight points from your resume.

Ask someone to proofread your resume and cover letter for errors. Have an appropriate, professional email address.

- education and training
- work experience
- volunteer experience
- activities (such as sports, clubs or leadership roles)
- awards and achievements
- specific skills (such as computer programs or public speaking)
- references (ask first if you can list someone as a reference)

**Watch what you post on social media. Prospective employers may check to see if what you post is inappropriate.**

# how to apply for jobs

Whether you are in high school or have graduated from college, looking for a job can be overwhelming!

Apply for jobs that are suitable for you and your abilities.

Take some time to think about what kind of job you would like to do before you start looking.

It may be helpful to talk to a career counselor to explore your areas of interest.



MINNEAPOLIS  
HEART  
INSTITUTE

Allina Health  
ABBOTT  
NORTHWESTERN  
HOSPITAL

Children's  
MINNESOTA



The Children's  
Heart Clinic

## Preparing for the Interview

Being prepared for the interview can be the difference in whether or not you are offered the job. You want to impress the person interviewing you and show why he or she should hire you.

- Look at the company's website for some background. If you know someone who works at the company, ask questions.
- Review the job description and know the details.
- Practice your interview skills to help you be more relaxed.
- Look professional.
- Arrive at least 15 minutes early so you can get settled.

## During the Interview

- Be confident, shake hands, make eye contact and speak with certainty.
- Answer questions honestly. Don't ramble.
- You may be asked:
  - what you know about the company and why you are the right person for the job
  - your strengths and weaknesses
  - short- and long-term goals
  - explaining a situation that didn't go as planned and what you learned from it.
- Ask 1 or 2 questions you prepare. (See the list to the right.)
- It is OK to ask when you can expect to hear from someone, but don't ask if you got the job.

## Thank You and Follow-up After the Interview

Thank the person or people interviewing you when your interview is done. Send a thank you card or email. This shows you are interested in the job and it may help set you apart from other candidates. This is another chance to remind them why you are qualified and why you want the job.

Waiting to hear if you are offered the job or if you are being invited back takes patience. Wait for someone to contact you with the decision.



## Questions to Ask

Preparing questions about the company and job shows you are interested. Don't ask about salary, vacation or benefits. Some sample questions are:

- What kind of training will be provided for the job?
- What does a typical work day look like?
- How will I be supervised?
- Are there opportunities available for growth and advancement?
- What is the company most proud of?
- What are the greatest challenges the company is facing? How will this affect my role?
- If I am offered the job, when would you want me to start?