

REFERENCE HANDBOOK

SAMPLES AND TEMPLATES

INFORMATION WORKSHEET

You will need this information to fill out job applications and other employment forms. Take this information with you to all of your interviews.

PERSONAL INFORMATION

NAME

ADDRESS

CITY, STATE, ZIP

PHONE

EMAIL

SOCIAL SECURITY NUMBER

DRIVER'S LICENSE NUMBER

WORK AND/OR VOLUNTEER HISTORY (LIST MOST RECENT FIRST)

JOB 1	JOB TITLE	COMPANY NAME	DUTIES
START DATE	END DATE	COMPANY ADDRESS	WEBSITE
ENDING SALARY	SUPERVISOR	PHONE NUMBER	EMAIL

JOB 2	JOB TITLE	COMPANY NAME	DUTIES
START DATE	END DATE	COMPANY ADDRESS	WEBSITE
ENDING SALARY	SUPERVISOR	PHONE NUMBER	EMAIL

JOB 3	JOB TITLE	COMPANY NAME	DUTIES
START DATE	END DATE	COMPANY ADDRESS	WEBSITE
ENDING SALARY	SUPERVISOR	PHONE NUMBER	EMAIL

JOB 4	JOB TITLE	COMPANY NAME	DUTIES
START DATE	END DATE	COMPANY ADDRESS	WEBSITE
ENDING SALARY	SUPERVISOR	PHONE NUMBER	EMAIL

EDUCATIONAL HISTORY (LIST MOST RECENT FIRST)

START DATE	END DATE	SCHOOL
SCHOOL PHONE NUMBER		SCHOOL ADDRESS
CERTIFICATES, DEGREES EARNED		COURSES

START DATE	END DATE	SCHOOL
SCHOOL PHONE NUMBER		SCHOOL ADDRESS
CERTIFICATES, DEGREES EARNED		COURSES

START DATE	END DATE	SCHOOL
SCHOOL PHONE NUMBER		SCHOOL ADDRESS
CERTIFICATES, DEGREES EARNED		COURSES

SAMPLE RESUMÉ 1

SAMANTHA L. CASTRO

713 W. Broadway Avenue
San Jose, CA 95125
(408) 555-8427
scastro@gmail.com

JOB OBJECTIVE

Seeking a challenging general office position with opportunities for professional growth.

EXPERIENCE

Copy Clerk

Los Angeles Herald, Los Angeles, CA

May 2005 to Present

Duties: Distribute newspapers and mail daily to company departments. Assist with filing and database entry. Run errands and handle document duplication. Fill in for receptionist as needed.

Service Writer

Jennings Automotive, San Jose, CA

Jan. 2002 to May 2005

Duties: Wrote up customer orders and invoices. Assigned jobs to appropriate departments and followed jobs through to completion. Handled customer telephone inquiries and customer complaints.

Sales Clerk

\$5 Sav-Lots Club, Gilroy, CA

Sept. 2000 to Nov. 2001

Duties: Assisted customers in the linen department with purchases and prices. Substituted in other departments as needed. Acted as relief cashier. Kept the department clean and orderly.

SKILLS

Computer Skills—PC and Mac, Microsoft Office, iOS

Bilingual—Spanish and English

Project management

Database entry

EDUCATION

Hancock Park High School, Los Angeles, CA

Graduated: May 2000

Courses: Bookkeeping, Business Writing, Office Procedures, Business Computing

REFERENCES AVAILABLE UPON REQUEST

SAMPLE RESUMÉ 2

Julian Harris

975 Point View Drive
Clarksville, TN 37042
(615) 555-2144
julian.harris@qrc.com

Job Summary

Seeking a job in the construction trades in which I can use my carpentry skills and develop new skills.

Work History

Handyman June 2012 to the present
ACE Home Repair Clarksville, TN
Work at homes as assigned. Paint inside and outside walls. Clear trash and debris. Repair fences and gates. Small plumbing repairs. Replace screens and install storm windows.

Carpenter's Helper August 2010 to May 2012
Lincoln Construction Madisonville, KY
Installed window frames, door frames, doors, weather stripping, trim, and hardware. Loaded materials on truck. Some experience installing paneling and laying floors.

Cannery Line Worker March 2010 to August 2010
Hickman Meats Madisonville, KY
Part-time job while finishing high school. Sorted meat into processing machines. Inspected products on the line.

Skills

Good at following directions and reading blueprints. Good at solving math problems and using measurements. Eager to learn new skills.

Education

Associate Degree in the Construction Trades September 2010 to June 2012
Madisonville Community College Madisonville, KY
General coursework in all aspects of the construction trades with an emphasis on Carpentry and Woodworking.

High School Degree June 2010
Madisonville High School Madisonville, KY
Completed woodshop and advanced woodworking.

References Available Upon Request

HOW TO TYPE A BUSINESS LETTER

The letters you send to an employer are samples of your work. Make sure your letters are neatly typed and error free. Use the following spacing to produce professional-looking documents.

MARGINS

- Leave a top margin of 1.5 to 2 inches, or 9 to 12 blank lines.
- Leave a bottom margin of at least 1 inch, or 6 blank lines.
- Set the side margins at 1 or 1.5 inches.

HEADING

- Start typing at the very left of the page.
- Type the date on about the twelfth blank line.
- Leave one blank line.
- Type the return address (your address).
- Leave three blank lines.
- Type the name and address of the person to whom you are writing.

OPENING

- Leave one blank line.
- Type “Dear” and the name of the person to whom you are writing, followed by a colon.

BODY

- Leave one blank line between paragraphs.

CLOSING

- Type “Sincerely” followed by a comma.
- Leave four blank lines and type your name.
- If this is a printed letter, leave space between “Sincerely” and your typed name, and sign it in black ink.

SPACING GUIDE

February 1, 2015

(1 BLANK LINE)

975 Point View Drive
Clarksville, TN 37042

(3 BLANK LINES)

Mr. Dock Prow
Woodson Construction
158 Delmar Drive
Clarksville, TN 37040

(1 BLANK LINE)

Dear Mr. Prow:

(1 BLANK LINE)

Thank you for your time during our interview on Tuesday. I appreciated the opportunity to learn more about the carpenter’s apprentice position you have open. As you requested, I am enclosing a copy of my resumé.

(1 BLANK LINE)

I look forward to hearing from you. If you need more information from me, I can be reached at (615) 555-2144 or julian.harris@qrc.com.

(1 BLANK LINE)

Sincerely,
Julian Harris

SAMPLE COVER LETTER

Whenever you send a resumé, you should write a cover letter to go with it. Type your letter carefully.

A good cover letter has three paragraphs:

- The first paragraph explains why you are sending your resumé.
- The second paragraph introduces you. It gives the employer a preview of your skills and strengths.
- The third paragraph makes a request. Usually, you will be asking for an interview.

January 22, 2015

713 W. Broadway Avenue
San Jose, CA 95125

Robin Roberts
Pacific Bank
405 S. Fairfax Avenue
San Jose, CA 95113

Dear Ms. Roberts:

I am writing to apply for the office assistant job that you advertised in the *Los Angeles Times* on Tuesday, January 20, 2015.

I type 40 words per minute, and I am familiar with both word processing and spreadsheet software. In my job as a copy clerk at the offices of the *Herald*, I had the opportunity to learn a variety of office skills, including many computer skills. In addition, I have experience filling out forms and keeping records. I am fluent in both speaking and writing Spanish.

I am enclosing my resumé and would like the opportunity to meet with you to discuss my qualifications for the position you have available. I will call you on Monday to schedule an appointment, or you can reach me at scastro@gmail.com or (408) 555-8427. Thank you for your consideration.

Sincerely,
Samantha L. Castro

SAMPLE THANK-YOU LETTER

Follow up information and job interviews with a thank-you letter. Type the letter as you would any business letter.

In a thank-you letter:

- Thank the employer for the interview.
- Restate your interest in the job.
- Review one or two points about your skills.
- Tell the employer how to get in touch with you.

Here is a model for the body of a thank-you letter.

Thank you for taking the time on Monday to interview me for the position of Office Assistant. I enjoyed learning more about your company and the requirements of the job.

After learning more about the position, I feel confident that I could provide the help you need. I am a hard worker and I enjoy challenges. I understand the importance of being on time and putting in a full day's work. I hope you will give me the chance to work at Pacific Bank.

If you need more information, please contact me at scastro@gmail.com or (408) 555-8427. I look forward to hearing from you.

PREPARING A LIST OF REFERENCES

Your list of references should be neatly typed. List each reference's name, job title, address, email address, and phone number. Your reference list may look something like the model below.

Before you share this information, make sure that your references know that you are interviewing and that they may be contacted. Ask them if they have any preferences about which phone numbers or email addresses you give out.

SAMANTHA L. CASTRO

713 W. Broadway Avenue
San Jose, CA 95125
(408) 555-8427
scastr@gmail.com

REFERENCES

Patricia Goldhamer, Supervisor of Copy Desk
Los Angeles Herald
1361 W. Venice Boulevard, Los Angeles, CA 90006
(213) 555-9307 Extension 1339
patricia.goldhamer@laherald.com

Nick Davidson, Director of Volunteers
Los Angeles Community Center
201 N. Gardner Avenue, Los Angeles, CA 90048
(213) 555-1326
ndavidson@lacc.org

Sandy Logan, Instructor
Hancock Park High School
607 N. Crestview Drive, Los Angeles, CA 90036
(213) 555-6184
sandylogan@hphs.org