

EMPLOYABILITY SKILLS

Lesson	Assignments Required	Days to Complete
Job Application	Completed Job Application	1-2 days
Cover Letter	Cover Letter	1-2 days
Resume	Resume	1-2 days
Interview	Tips for a Successful Interview	1-2 days
Follow-up Letter	Follow-up Letter	1-2 days

Lesson 1: Job Application

Objectives:

1. *Identify the common types of information requested on a job application*
2. *Demonstrate the ability to successfully complete a mock job application*

What are the common types of information asked for on an application form?

- Application forms commonly request the same types of information.
 - Personal information includes the applicant's name, address, telephone number, and social security number.
 - Employment desired refers to the position for which the candidate is applying. It often includes the date the candidate could begin working and the salary or wages the candidate desires.
 - Education refers to the levels and types of education the candidate has completed. This section of a form may request specific locations and dates of a candidate's education.
 - Past employment refers to previous jobs the candidate has held. Candidates should be prepared to provide their previous employer's name and address, the time-period they were employed, and their reason for leaving.
 - References are individuals who can provide the employer with your qualifications and character. It is important to provide complete information so that the employer may easily contact the references. Always obtain the permission of the references before listing them.

Use the Heavy Equipment Operator job posting below to fill out the job application that follows:

Wanted: Heavy Equipment Operator

Wayne Construction, 123 Sesame St. N. Charleston, SC 29456

A Multi-Family, Commercial, and Residential Construction Company

Position: Heavy Equipment Operator and Skilled Laborer

Hours: 7:00 am – 5:00 pm Monday-Friday, occasional Saturdays from 7:00 am – 3:00 pm

Wages: Base pay is \$18/hour with a \$2/hour increase after the first three months of employment

Job Duties:

- Operate heavy equipment in compliance with the company's operating safety policies and procedures
- Load and unload equipment from vehicles and trailers
- Ensure company equipment and material is maintained, kept cleaned, and stored in a safe manner
- Proactively communicate with foreman, superintendent and coworkers
- Complete required paperwork, reporting, and other documentation as required

Additional Requirements:

- Must have the ability and willingness to work in all types of adverse conditions such as extreme weather, enclosed spaces and heights up to 80 feet
- Able to pass a drug test
- Be able to recognize safety issues
- Ability to work without close supervision once directed on task

Contact Information:

Shelby Wayne – CEO

Phone: (843) 555-2424

Email: Shelby.Wayne@WayneConstruction.org



Wayne Construction

Heavy Equipment Operator Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Do you have reliable transportation?: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

Relevant Courses: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Lesson 2: Cover Letter

Objectives:

1. *Identify the common information needed for a cover letter.*
2. *Demonstrate the ability to write a cover letter based on the given job posting.*

What are the essential parts needed for a formal cover letter?

- Your name and current address
- Current date
- Name and address of who will be receiving the cover letter and resume
- Introductory paragraph
 - Identifies position for which you are applying
 - States how you became aware of the position
 - States why you are interested in the position
- Body Paragraph
 - Identifies 2-3 strongest qualifications for the job
 - Indicates how education/experience has prepared you for this job
- Closing Paragraph
 - Thanks reader for taking the time to read
 - Provides appropriate contact information

Use the information above and the example cover letter below to create your own cover letter based on the earlier job posting.

EXAMPLE:

Colin Hanks
110 Apple St.
Summerville, SC 29101
(843) 307-1234

27 January 2016

Rebecca Turk
Education and Events Manager
Moore Farms Botanical Garden

Dear Ms. Turk,

I am Colin Hanks, a senior at Clemson University. I am contacting you to express my great interest in a position at Moore Farms Botanical Garden as an Education Intern for the summer of 2016. I was notified of this position via Dr. Ellen Vincent, Environmental Landscape Specialist and Professor of Horticulture at Clemson University.

As an Agricultural Education major at Clemson University, I have an immense appreciation for the Agriculture Industry and a passion for educating people of all ages on the importance of sustainable production agriculture, particularly horticulture and plant sciences. I believe that I am the perfect candidate for this internship because my previous employment positions, as well as my leadership roles within the South Carolina FFA Association and CCFFA at Clemson University, have provided me with the skills needed to excel as a dynamic member of both the education and events.

Growing up on my grandfather's farm taught me to appreciate the joys and discomforts of agricultural life, as well as invaluable traits such as responsibility, respect for others and myself, and the importance of maintaining a strong work ethic. I believe that these characteristics, my positive attitude, and my skills in event planning and time management make me a qualified candidate for this internship position. Attached are my references and personal resume detailing my character, previous work experience and responsibilities within those positions. I look forward to communicating with you in the coming weeks and discussing the possibility of my employment as an education intern at Moore Farms. You may reach me via email at your convenience colhanks@g.clemson.edu or by phone at (843) 307-1234.

Thank you for your consideration.

Sincerely,

Colin Hanks

Lesson 3: Resume

Objectives:

- *Explain the purpose of a resume*
- *List the main items that should be included in a resume.*
- *Demonstrate the ability to write a resume based on a given job posting.*

What is the purpose of a resume?

- A resume is a written summary of one's education, experience, and other qualifications.
 - A résumé has two main purposes.
 - A résumé provides information when the person cannot be present. The résumé serves as a quick summary of a person's qualifications and background. It is most often used in applying for jobs; however, it is also used in applying for awards and scholarships.
 - A résumé also serves as a permanent record that can be placed into a file or attached to a letter or application form.

What items should be included in a resume?

- A good résumé is easy to prepare. The content should be accurate and should positively reflect a person's qualifications. There are six major items that should be included in a résumé.
 - Personal information—the candidate's name, address, and telephone number should appear prominently at the top of the page.
 - Career objective—a statement as to the type of position a candidate is qualified for.
 - Education and training—summarized with emphasis on particular aspects that relate to the candidate's career objective.
 - Work experience—summarized with the dates the candidate was employed included.
 - School and community activities—should reflect the candidate's personal interests.
 - References—are people the employer can contact who have good knowledge of your character and competencies. These can be stated on the résumé as "Available on Request." Always obtain a person's permission before using him or her as a reference.

Use the above information and the example resume below to create your own resume. Make sure that the information in your resume coincides with the information in your cover letter.

EXAMPLE:

Colin Hanks

110 Apple St • Summerville, SC 29101
Phone: (843) 307-1234 • E-Mail: colhanks@g.clemson.edu



Objective

Upon my graduation from Clemson University in May 2018, I plan to teach high school Agricultural Education in the low state of South Carolina, specializing in Agricultural Mechanics and Technology.

Education

Clemson University – Clemson, SC
Bachelor of Science in Agricultural Education

Expected Graduation: May 2018
GPA: 3.48

Employment and Volunteer History

Clemson Downs Retirement Village

August 2015 – Present

Activities Volunteer

Clemson, SC

- Organize games, activities, and events for residents at Clemson Downs
- Play piano, sing, and lead activities in common areas
- Visit with residents and assist staff in daily routines

Old Navy

April 2016 – August 2017

Sales and Service Leader

Anderson, SC

- Monitored sales trends and delegated assignments to fellow associates
- Cleaned, organized, and stocked store shelves and displays
- Assisted customers in fitting rooms and at register when making purchases

Scholarships and Awards

- Alpha Tau Alpha National Agricultural Education Honor Society
- South Carolina Palmetto Fellows Scholarship Award
- Clemson Community Scholar Award
- E.B. Earle Agricultural Education Scholarship Award

References

Mr. Benjamin Gibson – Agriculture Educator, Ashley Ridge High School, Summerville, South Carolina

Email: begibson@dorchester2.k12.sc.us Phone: (803) 460-8722

Ms. Casey Anne Attaway – Agriculture Educator, Ashley Ridge High School, Summerville, South Carolina

Email: cattaway@dorchester2.k12.sc.us Phone: (803) 622-8244

Dr. Phil Fravel – Associate Professor of Agricultural Sciences, Clemson University, Clemson, South Carolina

Email: fravel@clemson.edu Phone: (540) 974-1044

Lesson 4: Interview

Objectives:

1. *Identify ways to prepare for an in-person interview.*
2. *Demonstrate the ability to conduct a successful mock interview.*

What should you do to be prepared for a successful in-person interview?

Assignment: Research and write down 15 ways to prepare for an in-person interview.

Once you return to school, we will conduct mock interviews for the job you filled out an application and resume for.

Lesson 5: Follow-Up Letter

Objectives:

1. *Identify what should be included in a follow-up correspondence.*
2. *Demonstrate the ability to write a follow-up correspondence for a mock job posting.*

What should be included in a follow-up letter?

- Should be directed to the appropriate person with the appropriate address
- Express appreciation and reiterate your qualities
- Express interest and appropriately stated provisions for follow-up

Use the information above to write a short follow-up letter to the appropriate person. Be sure that the material in the letter matches what is included in your cover letter and resume.