

for **EMPLOYMENT PREPARATION PHASE I**

TEN COMPONENTS OF A STANDARD COVER LETTER

1. **Letterhead** - Applicants Name and Contact Information, to include; Address, Phone Number and Email Address
2. **Date** - Date the letter is being written
3. **Address Block** - Name and Address of Company
4. **Reference** - Job Title for Position
5. **Salutation** - Greeting
6. **Proof** - Applicants brief explanation of why they are the ideal candidate for position
7. **Purpose** - Explanation of further related experience and/or training, that would make the applicant ideal for the position
8. **Closing** - Thanking business for time and consideration as well as indication of anticipated response
9. **Signature** - Applicant signature
10. **Enclosure** - Notation stating a resume is enclosed

SIX COMPONENTS OF A STANDARD RESUME

1. **Headline** - Applicants Contact Information and Resume Title
2. **Career Statement** - Eye catching statement of personal attributes
3. **Career Summary** - Introductory declaration of your skills and abilities
4. **Core Competencies** - Individuals main strengths, can include certifications and/or professional licenses
5. **Career Highlights** - Listing of key achievements, skills, and experiences
6. **Professional Experience** - Listing of work experience, this can be paid or unpaid employment