



TIPS ON APPLYING FOR A JOB

PREPARATION

- Research the company and job you're applying for.
- Review your social media presence.
 - Update or join LinkedIn -- your digital resume.
 - Clean your FB or Twitter Accounts. Delete anything inappropriate on your accounts.
- Ask employers, teachers, or organizations you've volunteered at if you can use them as a reference.
- Seek out counselors and mentors.
- Take STEM (Science, Technology, Engineering, and Math) classes offered at your school.
- Join clubs/organizations related to your interests.

APPLICATION

- Completely fill out all application materials.
- Provide a **cover letter and resume** specific to the company and job, and at least 3 references.

INTERVIEW

- Review your notes about the company and be prepared to discuss in the interview.
- Develop two questions to ask the interviewer.
- Practice a mock interview with a friend or family member.
- Dress for the job you want -- professional, not formal.
- Arrive 15 minutes early to the interview.

POST-INTERVIEW

- Day of Interview: After your interview send a thank you note – email or handwritten.
- 1-1 ½ weeks after the Interview: Follow-up with the interviewer.

COVER LETTER AND RESUME

- ✓ One page each.
- ✓ Address your cover letter to a specific person.
- ✓ Write specifically for the company and job you are applying for.
- ✓ State in your cover letter why you want the position and why you're a good fit.
- ✓ Include something in your letter they can't learn from your resume.
- ✓ At the top of your resume put your name in bold and include your address, mobile number and email.
- ✓ Do not include an objective.
- ✓ Have a friend or family member review.
- ✓ Check for spelling and grammar errors.
- ✓ Save it and send as a PDF.

To learn more, visit CEICareersInEnergy.com

