



How to Apply

WHAT TO DO WITHOUT A CLEAR APPLICATION PORTAL

When there **IS** a clear application process and portal:

Make sure you are prepared with your essentials:

1. **Resume** (*in word.docx or pdf format*)

and

2. **Interview-Readiness** (*interviews are often asked for*)

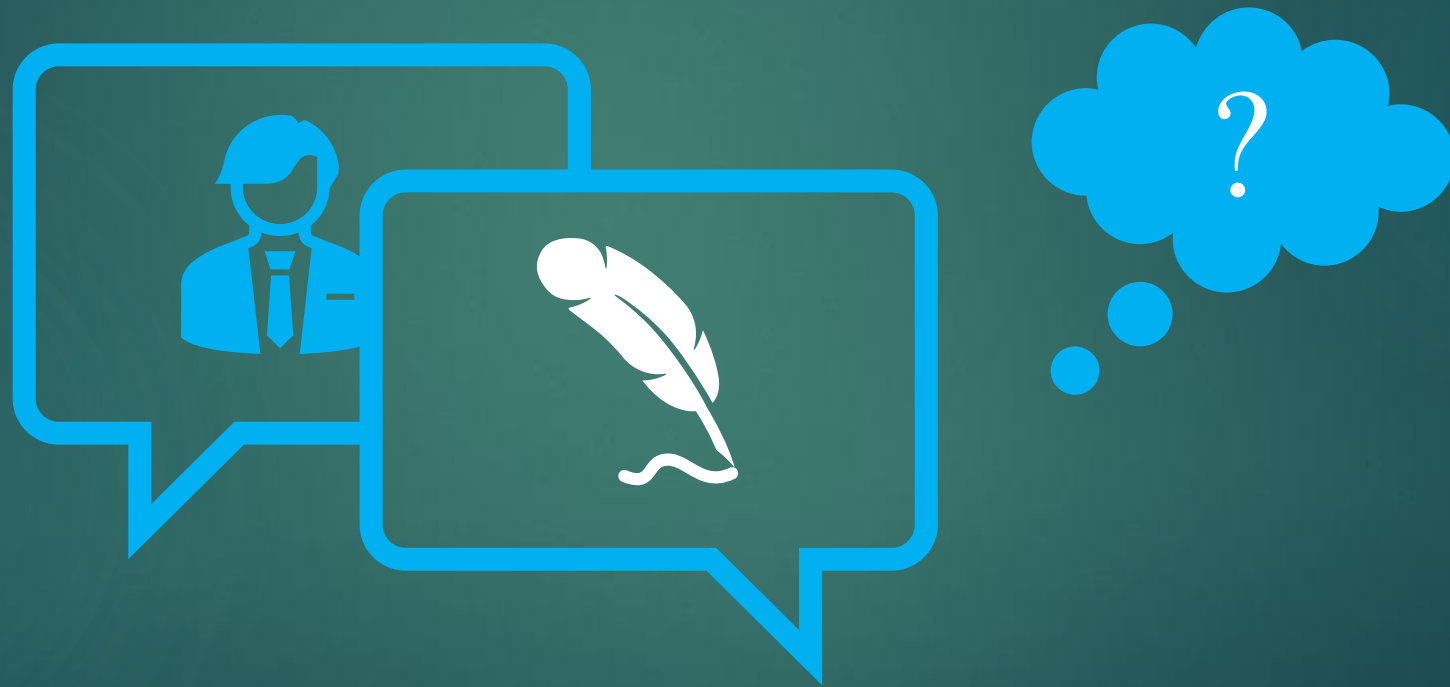
Many jobs ask for a written application

Basically, where you describe **who you are** and **why you're interested** in the job you're applying for.

These may feel *daunting*, but they aren't too unlike the **direct approach** described in future slides



What if there **ISN'T** a clear application portal? How do I reach out **directly**?





E-MAIL 101

STEP 1: *Organize*

Draft an outline of everything you want to include:

- A. Opening/Introduction:
 - Who you are
- B. Demonstrate you know who they are:
 - Who they are/What they do
 - What they offer
 - Why you are interested in *them* specifically
- C. Why are you qualified:
 - Your interests and highlighted skillset
- D. Request Information:
 - Would they have an available time to meet?
 - Do they need any more information from you?
 - What would be their next step in the hiring process?
- E. Gratitude and Closing

STARBUCKS NOW HIRING!!

Position Offered: **Smoothie Barista**

Be a part of a fast-paced and FUN full-service restaurant environment!

We need hard-working, self-motivated, and high-energy individuals to join our staff.

Responsibilities:

- ❑ *Speaking with customers,*
- ❑ *Taking orders and fulfilling orders*
- ❑ *Delivering superior service to maximize customer satisfaction*
- ❑ *Keeping the store clean and working efficiently*
- ❑ *Ensure compliance with sanitation and safety regulations*
- ❑ *Maintain restaurant's good image*



Job Types:

Full-time, Part-time

Pay:

*\$11.00 - \$13.00
(per hour)*

Benefits:

Employee discount

Schedule:

Day shift

Evening shift

Monday to Friday

Weekend availability

Supplemental Pay:

Tips

Shift availability:

Day Shift (Preferred)

Night Shift

Location:

*One location
(Rockville)*

Interested? Please
contact: jane.smith@starbucks.com

Practice TASK 1:

Draft a bullet point **OUTLINE** for your application letter to this job posting:

- Briefly brainstorm answers in bullet point form under each section of your outline.



Let's break down
your outline

A. Opening

This is your first impression on your potential future employer
SO keep in mind:

P.P.P

Professional,
be **P**olite, and to the
Point

The Opening for your email:

- ▶ Shapes the *tone* of how they receive you.
- ▶ Immediately lets them know *who you are* and *why you're connecting* with them.

WHO: make sure to include name, age, education, level of employment you're searching for (*full-time/part-time*)



Examples:

"To whom it may concern,
My name is [**Name**]. I am currently enrolled in [**insert High School and Year/Age**], and my understanding is you're hiring for the [**insert job position**] that I am interested in..."

"Dear [**Employer's Name**],
My name is [**Name**]. I am reaching out to you to express my interest in [**insert job position**]..."

"Hello my name is [**Name**],
I hope this email finds you well. I am a [**insert school**] High School student searching for [**part-time/full-time**] positions and am wondering if you have any job-openings?..."

B. & C. Research & Qualifications

Demonstrate you know your employer!

B

- ▶ This is a way to **SHOW** your genuine interest and consideration rather than just *claim it*
- ▶ At the *very least*, show a genuine understanding of either the **position/company** you are applying for/to **by**



C

Why are you a good match?

1

Referencing specific responsibilities your position would require (ex. connecting with/ managing customers)

2

Making sure you know who you are applying to and what values they have (ex. restaurant v. animal shelter)

2a

To keep in mind WHO and WHAT they are looking for

1. Look at your resume and the skills you listed; *both specifically and under your experience sections*
2. **Connect** what you know about the job position to which of your skills could apply

D. What are you asking?



There's the obvious request:

[A JOB]

- ▶ Hopefully, you have **already stated this point** of your e-mail (*i.e.* a job request/application)
- ▶ This request should be clear in both your **Opening** and **Sections B. & C.**, (so there is no need to re-state this overall request!)
- ▶ **SO HERE you want to**

→ Ask for **SPECIFICS**:

- ▶ Asking for a **specific follow-up** gives the employer a **clear road-map** to continue to connect with you
 - Instead of an open-ended question (*job availability*) that can feel easier for them to ignore



EXAMPLES:

"...Do you have time to call later this week to discuss my potential availability? My number is..."

"...Would you have availability next week to meet (in-person or virtually) and discuss the possibility of me working for you?..."

"..I am available on Mondays and Wednesdays (2:00pm - 6:00pm) and would love to meet with you if you have any questions..."

E. Gratitude & Closing

The employer is taking the time to consider your proposal. This is the opportunity for you the **thank and acknowledge them:**

The sign-off may seem small, but this is the area of your application letter where you **dot your i's and cross your t's**. Paying attention to the details of your language shows them your level of time, effort, and **respect**.

- ▶ Ties together and polishes your letter
- ▶ Solidifies your professional tone and being.



Examples:

"I am grateful for your time and attention; please let me know if you have any questions or concerns. I look forward to your response."

*Best,
[Name]"*

"Thank you for taking the time."

*Respectfully,
[Name]"*

"I appreciate your time and consideration; I hope to hear from you soon."

*Sincerely,
[Name]"*

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Practice TASK 2:

With your previous outline, draft an application letter using your resume:

- Paragraph your answers for each section to piece together a "mock letter"
- This draft is helpful to have and copy for future employers!!