



# Welcome to the Job Seekers Workshop!



HOUSTON NW CHURCH  
EMPLOYMENT ASSISTANCE MINISTRY



Session 2

# PROFESSIONAL CORRESPONDENCE

# Professional Correspondence

- Bible Study: *Why a Carpenter?*
- Brief Review of Goal Setting/Career Visions
- Effective Resume Writing
- Personal Cover Letters
- Email Correspondence with Hiring Teams
- Tips

# Professional Correspondence

- Bible Study: Why a Carpenter?
  - What life experiences have shaped or steered your career path?
  - What wisdom have you gained through your job experiences?
  - How are you using that knowledge?

# Professional Correspondence

- Brief review from the Goal Setting Session:
  - What is your long-term career goal or “Career Vision”

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- What are the short term goals that support this?

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# Professional Correspondence

- Effective Resume Writing
  - Content
    - **Header** to include name, address, phone, email, and LinkedIn address (optional)
    - **Professional Summary** to directly communicate:
      - Profession (be as specific as possible)
      - Industry experience
      - Strengths (that relate to your profession)
      - Career goals

# Professional Correspondence

- Effective Resume Writing
  - Content (continued)
    - **Skills/Abilities**: a list of professional skills that are relevant to your profession, including specific computer software, technical process, and other on-the-job learned and/or commonly utilized skills
    - **Work History or Professional Experience** to include:
      - Professional and/or volunteer experience
      - Acknowledge work experience gaps/briefly address
      - Company name with brief description of business
      - Dates of employment
      - Position(s) Held
      - Primary functions of the role + specialized experiences

# Professional Correspondence

- Effective Resume Writing
  - Content (continued)
    - **Professional Accomplishments** associated with each position held – list 1-3 significant contributions while in each role
    - **Education & Professional Certifications**
      - School or Certification Institute
      - Studies completed or Degrees awarded
      - No need to list high school if college was attended
      - Not necessary to include dates
    - **Professional Affiliations and/or Memberships**



# Professional Correspondence

- Personal Cover Letters
  - Content
    - **Header** to include name, address, phone, email, and LinkedIn address (optional)
    - **Address Properly**
      - Business Name, Address
      - Hiring Authority Name, if known
      - Reference the reason for the letter
    - **Body of the Letter**
      - 1<sup>st</sup> paragraph: Why are you contacting this person?
      - 2<sup>nd</sup> paragraph: Who are you?
      - 3<sup>rd</sup> paragraph: How does the opening relate to you and your professional background? What value would you bring?
      - Closing: What would you like to accomplish by contacting the hiring authority?

# Professional Correspondence

- Email Correspondence
  - Content
    - **When Used?**
      - Follow-up after an interview
      - Response to email inquiry
    - **Subject:** brief, direct, professional
    - **Professional Greeting** : always include (i.e. Good afternoon, Ms. Smith. Or, Dear Ms. Smith)
    - **Content**
      - Brief
      - Professionally written (good grammar)
      - Address follow-up items and/or answer questions directly.
      - Humble, but confident
      - Ensure contact information is included

# Professional Correspondence

- Tips
  - All correspondence should be **accurate** and **up-to-date** before being presented
  - Always check spelling and grammar
  - Fonts used should be professional and easy to read
    - good font choices: Times New Roman, Arial, Calibri
    - good font sizes: 10-12
  - Tone of communication should be:
    - Confident
    - Energetic
    - Professional
    - Humble
    - Unassuming
    - Assertive, but not overly aggressive (unless applying for sales)