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**Navigating the Application &
Job Search Process Series:
Part 2: How to Find a Good Job Match**

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Today's Presenters

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Learning Objectives

Participants will:

- understand the purpose and main content included in a resume and cover letter;
- identify a plan for tracking job applications and other parts of the job search process;
- identify supports among your family, friends, and community who can help you connect with a good job match.



Part 2: How to Find a Good Job Match

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Preparing Your Resume

- A resume is a document that identifies your **current and prior jobs, education, professional strengths, experiences, and skills.**
- It's created to help you land a new job, and it helps the person hiring identify what value you might add to the company. They will look at this before they meet you, so it's their first impression of you.

Tools to help write your resume

- [OR Resume Writing and Cover Letter Guide](#)
- [NJ Resume and Cover Letter Guide](#)



Resources for Resume Writing

These are some website links that provide tips for writing a resume, sample resumes, and templates to use to write your resume.

- [LiveCareer](#)
- [Disabled Person Free Resume Template](#)
- [Toppel's Resume Guide](#)
- [Velvet Jobs](#)
- [Tips for Writing a Resume](#)
- [Best Resume Formats with Examples, Tips, and Guide - Resume.org](#)

Tips for an Effective Resume (1 of 2)

1. Check your resume carefully for spelling mistakes and typing errors.
2. Use clear action words and avoid technical or field-specific terms from the job posting. For example, instead of words like “per diem,” “palliative care,” or “med-surg,” describe what you actually did in simple terms.
3. Make sure your phone number and email look professional. Avoid nicknames in your email address and make sure your voicemail greeting sounds appropriate.
4. Use a clean, easy-to-read resume layout.
5. List your education in a way that is easy to understand, including any job training, classes, or awards that relate to the job.

Tips for an Effective Resume (2 of 2)

6. Describe your work or volunteer experience in a way that shows useful skills you can bring to this job, especially ones mentioned in the job posting.
7. Be ready to explain any breaks in your work history, such as time off for health reasons, caring for family, or other life events.
8. Leave out personal details or information that does not help you get the job, such as hobbies, marital status, or very old/short-term jobs that are not relevant.
9. If you have only worked a few jobs, keep your resume short.
10. Ask 2–3 people if they would be willing to write a reference letter or speak to an employer about your work.

Preparing Your Cover Letter

- A cover letter is sent with your resume and/or job application and allows you to introduce yourself and highlight the skills, abilities, and other qualities that would make you a good fit for the job.
- Before writing it, look at the company webpage to find out more about what they do and what they value.



Tips for an Effective Cover Letter

1. Use a professional letter format.
2. Write the letter to a specific job posting and address the required and preferred qualifications in the posting.
3. Use specific words, job duties, and qualifications from the job posting.
4. Use the last paragraph to emphasize your excitement about the potential job opportunity.
5. Keep the cover letter to one page, unless you are applying for a highly technical position.

Additional Things to Remember for Resumes and Cover Letters (CL)

- Certain platforms (like Google Docs) are not accessible for some employers. Best practice is to save both the CL and resume in PDF formats and name them appropriately (e.g., John A.'s resume).
- You may use the same CL and resume template when applying for multiple jobs. However, it's important to read them over carefully to make sure they are personalized for the specific company and job to which you are applying.
- For each job you are applying for, name the CL and resume to reference the job they are for and store them separately so you can refer back to them if you need to later.

Example of a Cover Letter When You Have Limited Work Experience

Dear Hiring Manager,

My name is Jen Fraser, and I am applying for the Office Assistant position. I am highly organized, dependable, and enjoy working with people in a supportive office environment.

I previously worked as a receptionist in a doctor's office, where I gained experience answering phones, greeting visitors, scheduling appointments, and keeping information organized. This role helped me build strong communication and organizational skills that I would bring to this position.

In addition, I completed a related credential program at my local community college, where I learned office procedures, basic computer skills, and professional communication. I am eager to continue learning and to provide reliable support to help your office run smoothly.

Thank you for your time and consideration. I look forward to the opportunity to speak with you.

Sincerely,

Jen Fraser

Tracking Applications

Things to track:

- Job title you're interested in
- Company name
- Date you applied
- How you applied (Indeed, company website, referral)
- Contact person (if any)
- Follow-up date
- Status (applied, interviewed, offered, no response)

Platforms that include tracking tools:

- Indeed
- LinkedIn

Note: They do not track applications completed on company websites unless you enter the info yourself.

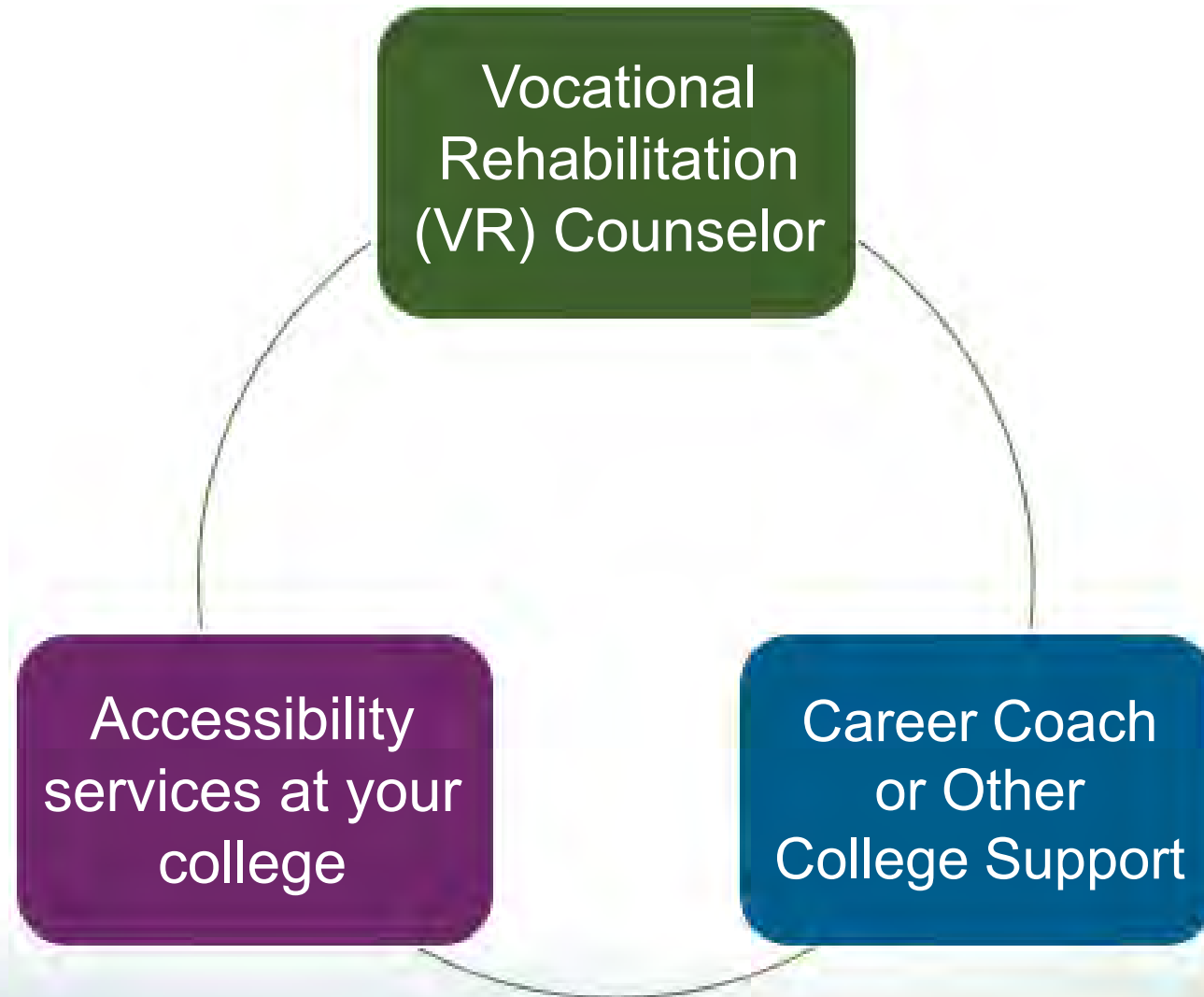
Low-tech options for tracking:

- Pen and paper checklist
- Microsoft Word chart
- Apple notes
- Excel spreadsheet

Network Actively — Many Jobs Come From Personal Connections

Personal Circle	Friends, family, neighbors
Community Circle	Clubs, volunteer group, or internship host
Education Circle	Career center or training program's placement services
Professional Circle	Attend job fairs, industry networking events, business specific hiring event

Your Support Network



Takeaways to Support Your Employment Journey!

You are job ready:

- Highlight and talk about your skills in your interview and resume.
- Emphasize skills you have learned that are related to the job you are seeking.
- Share your skills and experiences, this helps employers see your strengths.

Use the tools that are out there:

- Use labor market information (LMI) to research jobs.
- Use resources highlighted today such as resume writing tips.
- Visit your local [WorkSource Oregon - Home](#) location for additional help.

Actively seek support from your network of support:

- Ask questions.
- Keep their phone numbers and emails in your phone to reach out and be in contact.

ICAP Contacts

If you have questions or would like additional information, contact:

ICAP direct email –
ICAP@odhs.oregon.gov

Oregon Vocational Rehabilitation general email –
vr.info@odhsoha.oregon.gov

References

Minnesota State Careerwise, (2021). *Minnesota State Career Planning Workbook: Find the right career for you*. Minnesota State Career and technical education.

Oregon Vocational Rehabilitation Workforce Team, (2026). *Job Search Strategy Checklist: A step-by-step guide to getting hired*. Oregon Department of Human Services.