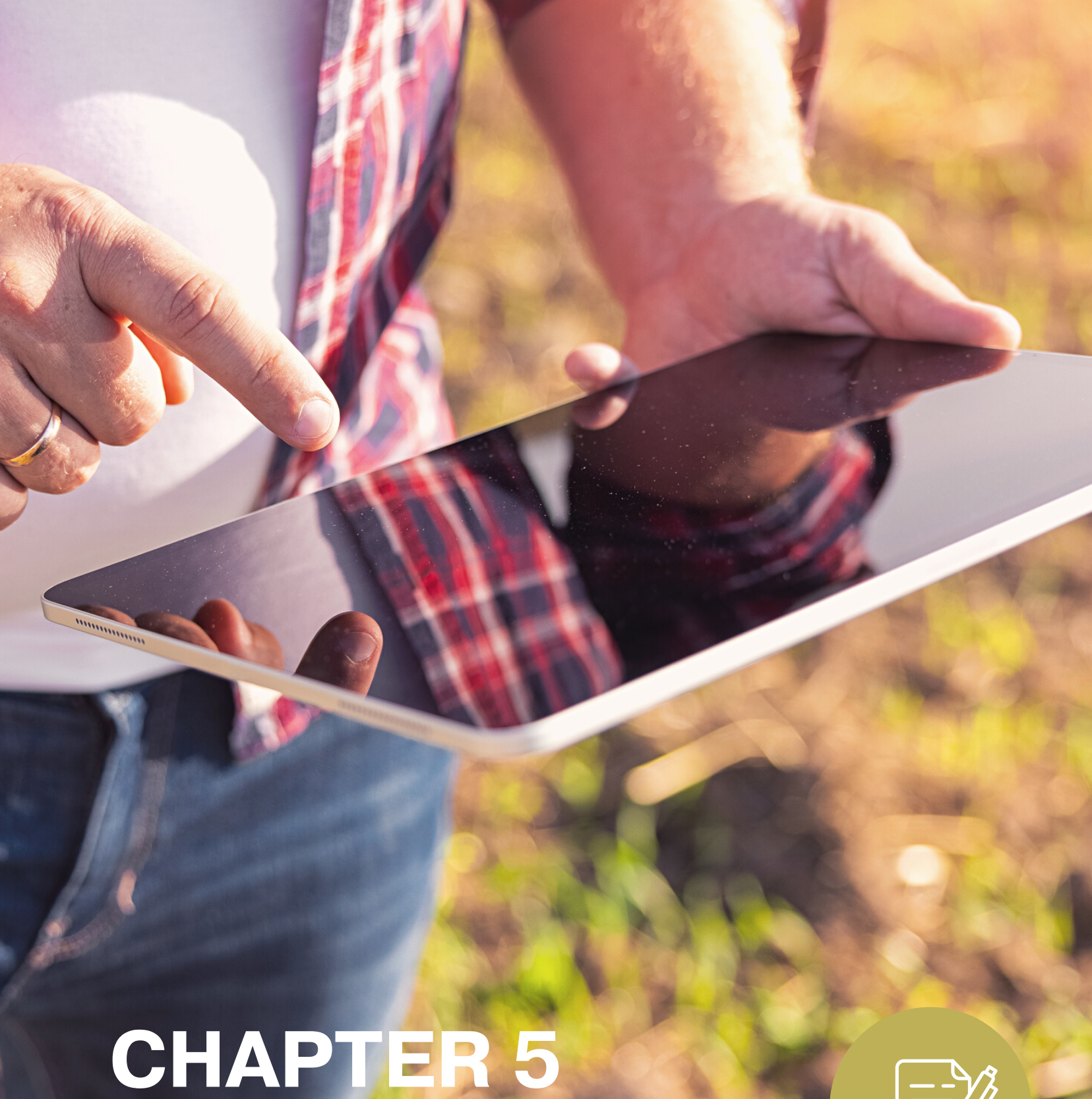


THE FARMER'S JOB HUNTING WORKBOOK

A New Career Beyond The Farm's Fences



WISCONSIN
Farm Center



CHAPTER 5

APPLYING FOR A JOB





APPLYING FOR A JOB

FARMER'S JOB HUNTING WORKBOOK

After you have identified the jobs you would like to apply for, it is time to start creating and filling out your application materials. For computer assistance when applying for a job, help with resumes and any other parts of the job application, contact your local Job Center of Wisconsin office, which you can find here: <http://wisconsinjobcenter.org/directory/>. To ensure all of your materials match, take the time to collect and place all of your information into a personal data sheet like the one below. Use this as a reference point for completing all of your applications moving forward.

Name: _____

Cell Phone: _____

Address: _____

Home Phone: _____

City: _____

Email: _____

State: _____ Zip Code: _____

Memberships (clubs/organizations- include how long you've been part of the group, ex: June 2016- Present)

Honors / Awards / Offices

Activities / Volunteer Work

Skills



Employment History

1. Company: _____ Dates: _____
Address: _____ Phone: _____
Title: _____ Wage: _____
Supervisor: _____ Title: _____
Reason for Leaving: _____

2. Company: _____ Dates: _____
Address: _____ Phone: _____
Title: _____ Wage: _____
Supervisor: _____ Title: _____
Reason for Leaving: _____

3. Company: _____ Dates: _____
Address: _____ Phone: _____
Title: _____ Wage: _____
Supervisor: _____ Title: _____
Reason for Leaving: _____

References

1. Name: _____ Title: _____
Address: _____ Phone: _____
Relationship: _____ Email: _____

2. Name: _____ Title: _____
Address: _____ Phone: _____
Relationship: _____ Email: _____



RESUMES

Your resume has an average of 15 seconds to catch the employer's attention. That means you want to format your resume to emphasize your strongest points right away. Here are a few guidelines for writing resumes:

- There are countless ways to make a great resume. Choose the format that best emphasizes your strongest points right away.
- Use a lot of white space. White space around text causes you to focus on the text. A resume that is crowded or too busy looking can cause the person reading it to lose focus and interest.
- Keep your resume brief. One page in length is ideal but two pages is also acceptable. Use phrases and lead each line with a verb (ex: organized, supervised, facilitated, used, assisted).
- Proofread, proofread, proofread! Your resume needs to be free from all grammar and spelling errors.

Types of Resumes

As stated, there are various types of resumes. You want to choose the format that sells you and your skills the best. A few of the most popular resume types include:

- The Chronological Resume begins by listing your work experience, starting with the most recent position listed first. This type of resume works well for people whose greatest strength is work experience in jobs closely related to the position they are applying for.
- The Functional Resume focuses on a person's skills rather than their work history. This type of resume allows you to best emphasize your strengths as they relate to the position being sought. It starts out with a summary of each of your relevant qualifications, followed by your employment history, and ends with your education and any additional training.
- The Combination Resume is simply a combination of the chronological and functional resumes. It works best for someone who wishes to emphasize their strengths relative to the position being sought but also has a strong employment history that is closely related to the position for which they are applying.



Mary Planter
1234 Main Street
Somewhere, WI 55567
Phone: 987-654-3210
Email: maryplanter@gmail.com

WORK EXPERIENCE

Office Manager

365 Ag Products, Somewhere, WI (June 2014 – Present)

- Plan and facilitate weekly meetings
- Lead and supervise project groups and committees
- Communicate effectively with customers, vendors, and employees

Secretary

Fran's Fertilizer, Somewhere, WI (September 2010 – May 2014)

- Scheduled appointments and manage weekly schedules
- Communicated efficiently through phone, email, and in-person conversations
- Facilitated customer and vendor transactions

Farm Laborer

A&J's Dairy Farm, Anyway, WI (January 1994 – 2010)

- Created milking and feeding schedules
- Managed animal health and safety procedures
- Taught employees to operate milking equipment

EDUCATION

Northcentral Wisconsin Technical College, Anyway, WI

Agribusiness Degree (1992 – 1994)

ORGANIZATIONS

Somewhere Agriculture Festival

- Committee Member (2017 – Present)

Anyway 4-H

- Member (1996 – 2009)
- Project Leader (1999 – 2006)

ADDITIONAL SKILLS

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Expert in virtual communication platforms (Teams, Zoom, Skype)



COVER LETTER

Use a business-like, but friendly and outgoing tone when writing your cover letter. Always use a business letter format with every line starting at the left margin, and double space between paragraphs.

1. Your Return Address

Place your full return address at the top of the letter.

2. Date

Provide the date that you intend on placing the letter in the mail or submitting it online.

3. Employer's Address

Address each cover letter to a specific person if possible. You should also list the person's title, name of the company and the company's complete address.

4. Salutation

Use the format of "Dear Mr./Ms. (last name):" to start off the letter. If you do not know the gender of the contact person, use both their first and last name.

5. First Paragraph

Tell why you are writing. State the name of the job you are applying for, how you heard about the opening and write a brief statement telling what you can offer to meet their needs.

6. Second Paragraph

This paragraph should highlight and detail your qualifications for the position. Highlight one or two accomplishments that make you the ideal person to hire and emphasize any special skills, certifications or education that would set you apart from others. Make sure to use words and phrases that the employer used in the job posting.

7. Third Paragraph

Display what you know about the company and why you would be a good fit in their organization.

8. Final Paragraph

Thank the prospective employer for their time and consideration. Let them know that you will be in contact with them.

9. Signature and Enclosure

In closing, use the term "sincerely," leave four blank spaces for your signature and then type your name. Directly under your name include all of your contact information including phone numbers and email. Leave two more blank spaces and then type the words "Enclosure: Resume." Prior to mailing or submitting online, sign your name between the word "sincerely" and your typed name using a black or blue pen.



345 Sixth Street
Anywhere, WI 53555

June 1, 2020

Terry Smith
General Manager
XYZ Corporation
234 Maple Street
Anywhere, WI 53555

Dear Terry Smith:

I am interested in applying for the machine operator position as advertised on the Job Center of Wisconsin website. My education, extensive experience and training with various types of vehicles and machinery make me a prime candidate for this position.

My passion for mechanics began at the age of eight years old when my father invited me to help him rebuild an antique tractor at our family farm located in Anywhere, WI. This interest led me to receive a Bachelor's of Science in Agriculture Mechanics from Anywhere State University. Upon graduation, I started working for Barns Dairy Farm as a mechanic and general farm laborer where I maintained and repaired all farm equipment and buildings as needed. After two years in this position, I was promoted to Lead Mechanic which allowed me to supervise other employees for the first time. A few years later, life led me to return to my family farm as an owner and operator. I have been running the farm for the past 15 years. Due to tough economic times, I have made the decision to sell the farm and again pursue my passion for mechanics full time.

As a farmer, I have 15 years of experience operating various types of equipment and machines. In addition to driving tractors, front end loaders, trucks and skid loaders, I have operated silo unloaders, mixers, and other types of farm equipment. I have done most of my own repairs which has given me experience operating power tools, welders and many hand tools. This experience has also given me a keen ear for detecting problems and maintaining equipment to avoid potentially expensive repairs. You will find me to be a dependable, honest, hard-working employee.

I have been impressed with your company and the products you make. Several friends have indicated that XYZ Corporation is fair to their employees and a good place to work.

Thank you for taking the time to consider me for the machine operator position with XYZ Corporation. Please feel free to contact me by phone or email to set up an interview. I look forward to hearing from you soon.

Sincerely,

Joe Worker
Enclosure: Resume