

Inland Empire's



Your e-newsletter with the latest information on Exploring

Help Desk Line:

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Mission: To develop and deliver engaging, research-based academic, character, leadership, and career-focused programs aligned to state and national standards that guide and enable all students to achieve their full potential.

Vision Exploring: To provide positive and meaningful real-world career experiences and leadership development opportunities for all teenagers and young adults in their chosen field of interest.

Position Statement: Learning for Life programs are designed for all age groups from pre-kindergarten to those not yet age 21. Youth participation is open to any youth in the prescribed age group for that particular program. Adults are selected by the participating organization for involvement in the program. Color, race, religion, gender, sexual orientation, ethnic background, disability, economic status, or citizenship are not criteria for participation by youth or adults.

Guiding Principles

Youth Focused	Professional
Customer Oriented	Proactive
Innovative	Quality Driven
Fiscally Responsible	Clear and Direct Communications

Learning for Life and Exploring: New Scholarships Announced

Motorola Solutions Foundation

Through the generosity of the Motorola Solutions Foundation, the national Learning for Life office is pleased to announce the public safety Exploring scholarship programs. This year, five Explorers who are participants in Law Enforcement, Fire/EMS, Health, Aviation, or Law & Government Exploring programs will each receive a \$2,000 scholarship. To apply, please submit the application below or visit the scholarship section on www.learningforlife.org.

Columbia Southern University Scholarship

The National Learning for Life Office is pleased to announce a new scholarship for Law Enforcement Explorers. Columbia Southern University has generously donating a three-year

scholarship for \$12,600. To apply, please complete the application below or visit the Law Enforcement Exploring section on www.learningforlife.org.

Dear Explorer Advisors from time to time we will also be including some career development information we ask to share with your post youth members. Part of the beauty of Exploring is it provides the youth with real time experience in a career they have interest in. What a great way to examine your goals and future than in an Explorer Post. Thank you for serving this special age group of young adults.

What is a cover letter and why is it important

What is a cover letter? A cover letter, also called an application letter or letter of interest, is a letter you write in business letter format to an employer that you send along with your resume when applying for a job.

What's the purpose of it? The purpose of both your resume and your cover letter is to get you an interview. More often than not, your cover letter will be read only after they've read your resume and liked what they saw. Therefore, your cover letter should supplement the info on your resume. It gives the employer a chance to get a better sense of who you are. It will also be used to assess your communication skills.

An effective letter should convince the employer of 2 things:

1. That you would be good match with what they're looking for and will add value to their organization
2. That you've done your research and really feel like this job and this organization are the right fit for you

It seems like I'm just repeating what's on my resume.

What's the point? Here are the main differences between your resume and your cover letter:

- Your resume just lists qualifications. Your cover letter explains how those qualifications have prepared you to do the job you're applying for.
- Your cover letter directly discusses your interest in the job and the company and the research you've done; your resume does not.
- Your cover letter more clearly demonstrates your ability to communicate effectively (or inability to do so!)

What are some of the most important tips when writing a cover letter?

- Whenever possible, address your cover letter to a named individual
- Grab the reader's attention by writing an appealing first paragraph
- Highlight your three to four key accomplishments/skills/experiences
- Focus on the fit between your qualifications and the job requirements
- Whenever possible, relate yourself to the company
- Never include any negative information

- End your letter by requesting an interview
- Mention that you will follow-up your letter -- and then do so
- Cover letters should be kept to under one page; electronic versions even shorter
- Avoid all types of mistakes, including typos, misspellings, and grammatical errors

RESUME WORKSHEET

(Make the information on this worksheet thorough and complete. Save it as a lasting resource; update it as the years pass. Use the information as a "menu" from which to create a personalized resume for each job you seek.)

Name: _____ Date updated: _____

I. Personal Information

Temporary Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ E-Mail: _____

Permanent Address (if different): _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ E-Mail: _____

[If you anticipate ever requesting a security clearance, you will need to record every place you have ever resided. You may also be required to identify and locate roommates, so record that here too!]

II. Education

College or University: _____

Location: _____ State: _____

Degree: _____

Major(s): _____ Minor(s): _____

Date obtained: _____ Major GPA: _____ Overall GPA: _____

High School: _____

Location: _____ State: _____

Competition/Diploma: _____

Date obtained: _____ Overall GPA: _____

Other schools attended, training or certifications received, licenses obtained:

III. Experience Information (consider all experience—paid, unpaid, volunteer, etc.)

[Duplicate this section for each experience in your background]

Position title: _____

Organization name: _____

Address: _____

City: _____ State: _____

Dates employed (months & years only) From: _____ To: _____

Name of supervisor(s): _____

Duties and responsibilities: _____

Quality attributes you found important and used successfully in this position.

Specific performance accomplishments or contributions you made to this job:

Combine the duties, qualities and accomplishments together and write a strong job description:

IV. Special Competencies

Write here your special talents, skills, training, languages (artistic, computer skills, special licenses, and significant achievements), etc.: _____

V. Activities

1. Memberships in professional associations, clubs or community groups, volunteer & religious organizations. Include name of the association, offices held and the dates. Add any significant activities attributed to your leadership: _____

2. Awards and Honors (academic, athletic, social, civic. Any scholarship not based on financial need): _____

3. Creative professional activities (articles written, inventions, projects presented or displayed):

VI. Personal References

List references on a separate page, not on your resume. Avoid using family and relatives. Generally, three or four professional or academic references and one personal reference will be sufficient. *Be sure to get permission from any reference before using their name!* Send each a thank you note for volunteering to help you, and keep them informed on your job search progress.

1. Name: _____ Phone: (____) _____
Address: _____ City: _____ State: _____

Position: _____

2. Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____

Position: _____

3. Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____

Position: _____

4. Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____

Position: _____