

# Wentworth

## Co-ops & Careers

### How to Apply and Stay Organized

A job search can involve many applications over the course of several months. It is important to stay organized during this time, as it may take weeks for an employer to respond. There are also three common methods of application submission. Understanding these procedures will help you avoid mistakes.

#### Staying Organized:

- When saving your materials, use the naming convention: **First Last name\_CoverLetter\_Company** to avoid sending a customized resume or cover letter to the wrong company. Saving each letter can help you track your applications.
  - E.g. “AriochWentworth\_Resume\_DePuySynthes”
- **Save the job description as soon as you find it.** Many times, the job will be pulled from the site before you are interviewed, and you will want to review the description as part of your interview prep.
  - Save all documents in a folder along with the job description copied and pasted as text.
  - You can also use the Chrome extension [Huntr.co](http://Huntr.co) to easily save all job descriptions in one place.
- Create a tracking system for managing your job search. (See sample job search spreadsheet below.)

Employer	Contact	Position	Deadline	Resume Sent	Received	Interview	Follow-up
Boston Dynamics	Nancy Smith 555-555-5555	Electrical Engineer	9/13/2014	8/21/2014	8/29/2014	9/23/2014	a) Review company's info b) Prepared interviewing questions
Zipcar	Sid Davis	Technical Intern	12/10/2014	11/5/2013	11/7/2013	12/14/2013	a) Company Research
MIT Lincoln Lab	Jerri Kim 555-555-5555	IT Hardware /Software Support	10/15/2013	10/2/2013	10/4/2013	10/21/2013	a) Research company b) sent thank you f-up email 10/22/13

#### Methods of Application:

- Send an application through WITworks by clicking the Apply button:
  - Upload your custom cover letter to WITworks in the “**Add a Document**” section.
  - Click the **APPLY** button in the job. Select your resume and cover letter from the drop-down menu.
  - Or, if a cover letter is not required, you can paste your cover letter into the notes box provided in WITworks. The employer will receive an email from your address with your **cover letter in the text of the email** and resume attachment.
- When application instructions are listed as “Apply Through Email”:
  - Create an email where the subject line is the name of the position and job number (if applicable) with your name.
    - E.g. “Computer Networking Co-op (#21261) Arioch Wentworth” unless directed to do something different in the job description.
  - Start the email with a greeting such as “Dear” or “Hi” and add your contact info in the signature. **Attach your resume as a PDF** and use your cover letter as the body of the email **or** attach your cover letter as a PDF as well and use the email samples below in the body of your email.
- When asked to apply online at a company’s website:
  - Follow instructions on the job posting. You will most likely be given an opportunity to upload a cover letter—do not skip this step!

Follow up with any companies that do not contact you within 2 weeks using the [Follow-Up Email Samples Handout](#).

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### Email Examples

#### **#1 – Body text sample for applying via email.**

Dear Ms./Mr./Mx. **LAST NAME:** (or Hiring Professional/Recruiter/Hiring Manager: **not**, “To Whom it May Concern”)

Please accept my application to the **JOB TITLE** role at **COMPANY** (job # from either WITworks or company site if applicable; note what kind of job number you are using). As a **FULL NAME OF MAJOR** major at Wentworth, I am able to bring **SKILL #1** and **SKILL #2** to this role. I will be available for employment from **Start of Co-op Period through End of Co-op Period**.

I understand that you are looking for **Requirement #1** and **Requirement #2**, and I can fulfill these using **Skills**. **One example of using each Skill**.

I have attached my resume to this email. Thank you for taking time to consider my application. I would welcome the opportunity to discuss my credentials with you.

Regards,  
Arioch Wentworth  
Computer Networking, Wentworth Institute of Technology  
617-989-4106  
studenta@wit.edu

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#### **# 2 – Body text sample for applying via email.**

Dear Ms./Mr./Mx. **LAST NAME:** (or Hiring Professional/Recruiter/Hiring Manager: **not**, “To Whom it May Concern”)

Please accept my application to the **JOB TITLE** role at **COMPANY** (job # from either WITworks or company site if applicable; note what kind of job number you are using). As a **FULL NAME OF MAJOR** major at Wentworth, I am able to bring **SKILL #1** and **SKILL #2** to this role. I will be available for employment from **Start of Co-op Period through End of Co-op Period**.

I have attached my resume to this email. Thank you for taking time to consider my application. I would welcome the opportunity to discuss my credentials with you.

Regards,  
Arioch Wentworth  
Computer Networking, Wentworth Institute of Technology  
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**NOTE:** You should always apply for a job in the method requested by an employer. The text above is simply a sample you may use when crafting an email application submission.