



A Division of the Advancement Office

Career Services Remote Workshop

Job Application Workshop

Overview: Find a job to “apply” for and create a cover letter for that job. Include your current resume and list of references as well as the job description/job posting and send it to career services for review.

Directions:

First, watch this [VIDEO](#)

Then, review the cover letter tips here: <https://www.thomas.edu/career-alumni/professional-and-career-development/prepare-your-application/>

There is a cover letter template on the webpage for your use. Open it and save to YOUR files, then write a cover letter using your information and the job description.

****Always spellcheck before you send for review****

Attach the Job description/posting, your cover letter, current resume and list of references (4 documents total) to an email and send it to:

pelletierc@thomas.edu

Make sure you note in your email subject line: Job application remote workshop. You will receive feedback on your materials and we will enter your workshop credit within one week of receiving your email.