

JOB Application Strategies Workshop for:



BUFFALO EMPLOYMENT AND TRAINING CENTER

JANUARY 17 2020

10:00 AM-12:00PM

**NOTE: MUST BE REGISTERED WITH BETC • SIGN UP BY JANUARY 16 AT FRONT DESK
LIMITED TO 12 PARTICIPANTS**

I How to dissect a job posting:

- Review Roswell Park job posting's "Description of Duties". Do you have some or all the experiences?
- Do you meet the *minimum requirements* (must have...)
- Do you have any of the *preferred requirements* (preferred.....)
- Review the "Qualifications" and highlight the requirements. Do they match with your experiences and qualifications? Check for a good match.
- Sample

II How to write an effective Cover Letter

- What to include
- What NOT to include
- T-Letter/Do you hit 75%?
- Sample

III Preparing your Resume

- Objective/Summary – customizing to job posting
- Month/year – important
- Sample

IV Applying to Roswell Park – key things to know

- Window to apply: 2 weeks from posted date for Roswell Park; 1-week HRI
- Apply in the window of time – be in the first round!
- If you see more than one of the same title, but it has a different job posting #, consider applying for all – they are separate positions
 - Buffalo Employment and Training Center
 - 77 Goodell St., Buffalo, NY 14203
 - 716-856-5627 / 716-856-5670– Fax www.workforcebuffalo.org
 - Orientation Times: Monday – Thursday, 10 am or 2 pm.
 - *Our job announcements, news and other info are also available on Facebook, LinkedIn,*
 - *Twitter @BETC updates and Instagram @BETC716*
- Mayor: Byron W. Brown County Executive: Mark C. Poloncarz Exec. Director, BETC: Demone Smith