



Job Application Guide Template for High-Demand Careers

Personal Information

- Full Name:
- Contact Information (Phone, Email):
- LinkedIn Profile/Portfolio (if applicable):

Education Background

- Degree:
- Major:
- University/College:
- Graduation Year:

Certifications (if applicable)

- Certification 1:
- Certification 2:
- Certification 3:

Work Experience

Job Title 1

- Company:
- Duration:
- Key Responsibilities:
- Key Achievements:

Job Title 2

- Company:
- Duration:
- Key Responsibilities:
- Key Achievements:

Skills



- **Technical Skills** (e.g., software, tools, or programming languages):
- **Soft Skills** (e.g., communication, teamwork, leadership):
- **Industry-specific skills** (e.g., nursing specializations, engineering design tools):

Career Objective

- **State your career goals and how they align with the job you're applying for.**

Professional Summary

- **Write a brief summary of your qualifications, experience, and skills that make you a strong candidate for the role.**

Portfolio/Project Samples (for creative/technical roles)

- **Include links or descriptions of your work.**

References (if required)

- **Reference 1: Name, Position, Contact Information**
- **Reference 2: Name, Position, Contact Information**

This template can serve as a practical guide for students or professionals applying to high-demand careers like nursing, engineering, IT, or business, helping them organize their application materials effectively.

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