Dear WTS Member:

The Job Bank of the Connecticut Valley Chapter of WTS has set a goal to mail you a Job Bank Update every month. Why every month? Because a lot of the information we take in is temporal. For instance, job openings usually close after several weeks.

Our goal is to help WTS members to gain a competitive advantage over others in the job market. The main topic of this month’s Update: Writing successful cover letters.

**TIPS FOR WRITING A SUCCESSFUL COVER LETTER**

*A successful cover letter is one that gets you a call requesting your presence at an interview.*

Employer and personnel directors remember letters that express more than just the facts (I have experience and I want this job) but also communicate something of who you are and why you would be the perfect addition to their organization. A creative letter will leave the reader with the feeling that you are a person he or she would like to meet. A good cover letter can help you distinguish yourself and set you apart from the crowd!

Here are some tips to help you prepare a cover letter . . .

- **Creativity is key to standing out and catching a reader’s eye.** A good way to express yourself is by choosing interesting paper stock for your cover letter. You want to avoid pink stationary with the purple polka dots or using a red. However, good quality paper shows you’re a person who values excellence. Make sure the paper you choose is at least 20-pound or better bond. The paper should match the envelope and the resume you have enclosed.

  It doesn’t have to cost you a fortune. Some resources for finding paper stock are The Paper Direct mail or order catalogue (call 1-800-A-PAPERS for a free copy). They offer Federal Express overnight delivery. Also, Paper Plus, a retail store located on 92 Weston St. in Hartford has a huge inventory of creative paper. (Call them for directions at 724-9671). For more information on where to turn to find good quality paper, turn to “Paper Distributors” in the yellow pages.

- **Grammar and spelling should be perfect.** A misspelled word or poor grammar tells the reader that you don’t pay attention to details and implies laziness. Neatness counts -- cross outs are not acceptable and letters should be typed not hand written.

- **Get the facts.** Knowing a little bit about the company/place you’re trying to land an interview

continued on next page
Cover letters continued

at will show you’ve done your homework. Relating what you’ve learned about their organization to your experiences will show the reader you are a qualified candidate and keep their interest.

An excellent source for finding information is from the company or organization itself in an annual report or company newsletter. Going through the marketing department is a good way of obtaining this type of information. Also, a good public library is a terrific resource.

Look for these facts:
Name, address, and telephone number of company headquarters.
Name of officers
Size of corporate staff
Products and services
Sales/financial information
Stability and growth
Divisions, subsidiaries and affiliates
Standing of company in its industry field
History of the company
Plans for new products, services, locations and future plans

• Hook your reader with an opening paragraph that does not restate the obvious (I am responding to your ad for a traffic engineer recently advertised in the Stamford Advocate). Mention the company or organization by name and state a few facts you learned through your research. Then relate how your skills match the position for which you are applying.

• Sell your self in subsequent paragraphs. You want to tell the reader how great you are without sounding like an egomaniac. Answer these questions — Why should you work for them? What do you have to offer? Do you have experience? Special skills? Honors? If you were the employer, what would you like the hear?

• Your closing paragraph should recap. It’s a good opportunity to make one final pitch about the

points you made earlier in the letter. Include your telephone number and how and when you may be contacted.


“When a man gets up to speak, people listen then look. When a woman gets up, people look, then if they like what she, they listen.” Pauline Fredrick

CAREER DESCRIPTION: Air Traffic Controller

Duties and Responsibilities
When it comes to the job of taking responsibility for hundreds of lives on a moment-to-moment basis, Americans want the best talent available. The position of air-traffic controller is just such a job, and it requires a keen mind capable of processing many items of information at once, a decisive spirit, and nerves of steel.

Air-traffic controllers are responsible for shepherding hundreds of planes through the airways daily. Some controllers regulate airport traffic; others regulate flights between airports. For all controllers, safety is paramount, but

continued on next page
Air Traffic Controller continued

efficiency and on time service are always on their minds too.

At airports, controllers rely on radar and visual observation to monitor all planes that pass through airport airspace. During arrival and departure, each plane is handled by several controllers. For the initial approach, a pilot radios the arrival controller, who will direct him to a holding pattern or to a runway when one is free. As the plane nears the runway, the pilot then works with a local controller, who monitors the aircraft during the last mile or so, delaying any departures that would interfere with the plane’s approach. Once the plane lands, the ground controller, working almost entirely by sight, directs it along the taxiways. For departure, a similar process occurs in reverse.

Once on its way, a plane is monitored by en route controllers at one of the twenty-five en route control centers throughout the country. All controllers are usually in charge of several planes at one time, and often have to make quick decisions simultaneously. In addition to working at airports and en route centers, controllers are also employed at flight service stations operating in more than three hundred airports, where pilots can obtain up-to-date information about the local area.

Controllers work a basic forty-hour week. There is overtime. However, since air travel is a twenty-four-hours-a-day process, they should expect to work some nights and weekends.

To advance, controllers can transfer to jobs at different locations or move up to supervisory positions, including management or staff jobs in air-traffic control and top administrative jobs with the Federal Aviation Administration (FAA).

Earnings and Opportunities
Over 27,000 people are employed as air traffic controllers, and employment opportunities are fair. Earnings: $22,500 to $40,000.

Training and Qualifications
Air-traffic controllers must have an excellent memory for keeping track of detailed information. They need to be decisive and able to communicate clearly with pilots.

They must have three years of general work experience or four years of college or a combination of both. They must pass physical and psychological examinations and have eyesight correctable to 20/20.

Those who qualify get on-the job and classroom training. They receive approximately sixteen weeks of intensive training, including practice on simulators. Some learn their trade in the armed forces.

For Further Details
Contact the U.S. Office of Personnel Management Job Information Center nearest you. (Check the phone book under U.S. Government.) ■


Is there a job opening at your place of business?
Fax a job description to the WTS Job Bank! Care of Laura or Mary at 203-522-8445

Job Bank Openings . . .
Connecticut Department of Public Works
Title: DIRECTOR OF FACILITIES OPERATIONS
Salary: $43,588 to $52,721
Description: To assist and direct staff of Facilities Operations Section in the Management, Operation, and Maintenance programs of State buildings and grounds.

continued on next page
More Job Bank Openings . . .

Experience: Seven years experience in the repair and maintenance of large buildings, with two years experience as a supervisor.
Other: Must take State Exam #9410580
For Further Information: Write to State Personnel Division, Room 411, State Office Building, 165 Capitol Ave., Hartford, CT 06106-1630

Dallas Area Rapid Transit
Title: MGR OF CENTRAL RAIL OPERATIONS
Salary: commensurate with experience
Description: Manage the activities of transportation personnel and resources engaged in daily operations of LRT functions to include: safety, performance, and training, and LRT emergencies; manage daily activities of field supervisors, station masters and train operators engaged in LRT functions.
Experience: Bachelors degree in Business Administration, Transportation or related field, five years progressively responsible experience in rail transit operations management including three years supervising technical staff.
Closing: End of June
For Further Information: Contact Ann Vincent at D.A.R.T., P.O. Box 660163, Dallas, Texas 75266-7240. Or -- fax your resume to 214-749-3653.

The Ralph M. Parson's Company
Title: VARIOUS OPENINGS IN KUWAIT (Process Engineers, Instrumentation Engineers, Civil Engineers, Project Estimators, Contract Administrators, Schedulers & Project Planers)
Salary: Not known
Description: The Ralph M. Parson's Company is providing management services to the Kuwait Oil Company on a group of major projects. The principal categories are: project management services, engineering services, Procurement services, enhancement of facilities/personnel capabilities. Employees work a 60 hour week.
Closing: Open Posting
For Further Information: Contact Larry Poss in Pasadena HRD at 818-440-2118 or Paul Lampton in London HRD at (011) 44-81-742-1200.

DATTCO, Inc.
Title: PERSONNEL DIRECTOR
Salary: commensurate with experience
Experience: Bachelors degree and a minimum of three years experience in human resource field with knowledge of labor law, OSHA standards, statistical reporting, compensation law and benefit management.
Closing: End of July.
For Further Information: Contact James Ryan, Controller, DATTCO, Inc., 563 South St., New Britain, CT 06051.