BOSTON ARCHITECTURAL COLLEGE

CAREER SERVICES

Learning Resource Center	Practice Department
320 Newbury, 6th Floor	320 Newbury, 5th Floor
www.the-bac.edu/LRC	www.the-bac.edu/practice
writingcenter@the-bac.edu	practice@the-bac.edu

THE JOB APPLICATION

To apply for a job by mail, print your cover letter and résumé on good résumé paper. Print work samples on good color laser paper. (Print nothing on regular copy paper.) Into a 9 x 12" envelope (unfolded), place your cover letter, formatted to match résumé; résumé, formatted to match cover letter; and work samples, all paper-clipped together (not stapled) in that order. Label the envelope professionally (use printed labels whenever possible).

To apply for a job by email, the body of the email is your cover letter, unformatted. Attached as one continuous PDF* are your cover letter (again), formatted to match résumé; résumé, formatted to match cover letter; and work samples, in that order. In the subject line, write "(Your name) application for (job title)" or something similar.

*Converting Documents to PDFs
- Right-click your document icon and select 'Convert to Adobe PDF.'
      … or …
- Print but select 'Adobe PDF' instead of a printer.
- Title your files professionally, such as "Resume_JMDANIELS."

*Combining PDFs
- Open an existing PDF.
- Click on "Combine" and then "Merge Files into a Single PDF."
- In the window that appears, find and add files into the list.
- Arrange them into the proper order (Cover letter, résumé, design examples).
- Click on the "Combine Files" button in the bottom of the window.
- In the window that appears, save the file as "FirstinitialLastname_Appl" or something similar.
- Open PDF and scroll through to make sure the files were combined properly.

Unless specified in the job posting, it is usually a good idea to follow any application (mail or email) with a phone call within three to five business days. Ask if the application has been received, if they need any additional information, and/or if there's a timetable on the hiring process. And be sure to THANK the person for taking the time to speak with you.