

## APPLICATION BY BILLFOLD

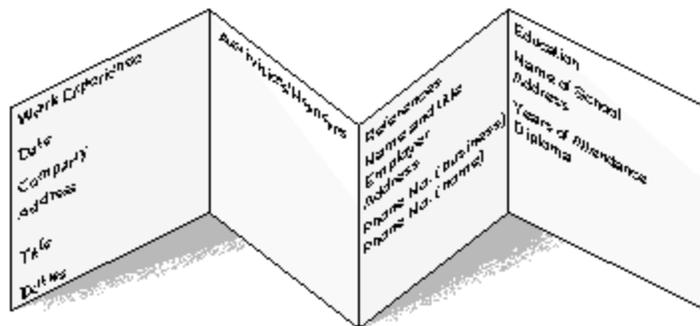
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**S**enerio: Johnny nervously enters a business with the objective of filling out a job application. Johnny has not taken any business classes and his parents have not shared the art of filling out an application. Fortunately, Johnny has a pen, but when Johnny gets to the section on experience and references, he must ask the receptionist for a phone book. Too bad Johnny did not have the information at his fingertips.

One way to be prepared for securing a job is to have all the information that may be needed to fill out an application available. What better way than to have a document that can be kept in a billfold!

The attached handout shows the directions for making the billfold-sized reference sheet. If the student follows the directions for spacing, cuts around the outside border, and folds on the lines, information needed for completing an application is on one page. The handout also prompts students about the information needed. If necessary, another page could be made with the information printed on both sides of the paper.

**S**enerio: Two weeks later, after completing the Application by Billfold exercise, Johnny confidently walks into a business knowing he has all the information he needs to accurately complete a job application.



Created by: JJ

Work Experience	Activities/Honors	References	Education
Date Company Address, City, State, ZIP Title Duties		Name and title Employer Address, City, State, ZIP Phone No. (business) Phone No. (home)	Name of School Address Years of Attendance Diploma pending graduation, May, 20--
Date Company Address, City, State, ZIP Title Duties		Name and title Employer Address, City, State, ZIP Phone No. (business) Phone No. (home).	
Date Company Address, City, State, ZIP Title Duties		Name and title Employer Address, City, State, ZIP Phone No. (business) Phone No. (home).	
<b>(Reverse Order)</b>		<b>Need 3</b>	

Before beginning, make these changes: landscape, margins at .75

Times New Roman, Size 10

Make a table of one cell (1 X 1)

Drag the right edge of the cell to 2 3/8". Select the end marker and add 3 columns (all will be the size of 2 3/8").

Tab to column 2. Enter 21 times. The bottom border should now be at 3.5". As you add information to column B, be sure to not let the line go below 3.5.

Fill in the information. If any column needs more than 3.5" of space, add a row underneath the first one.

For identification for grading purposes, put in your normal footer. When you cut around the borders, the footer will be cut away.

After printing, cut along the outside edges. If you used the whole page, fold on the line between the two rows. Keep folding until your document is 2 3/8" x 3.5". This will fit easily into your billfold.