

WELCOME



- This is Part One of a Three-Part Workshop Series
- Part I Who You Are and Resume Drafting
- Part II Professional Etiquette/Interview Skills
- Part III Financial Aid for College and Beyond!

Part I



- Tonight we will focus on two distinct areas:
 - 1. **Exploring Who You Are** (what areas of job and academic exploration are right for you?)
 - 2. **Resume Writing** (How can I present myself on paper to potential employers in a way that maximizes my chances of getting hired?)

PART II



- **PROFESSIONAL ETIQUETTE**

Basically, this means “How Should I Behave, Speak, Dress in Order to ***Get*** a Job and ***Keep*** a Job?”

PART III



- **Financial Literacy for College, and Beyond!**

All You Need to Know About Paying for College, and Managing Your Financial Life Thereafter!

WHO YOU ARE



- Let's Explore Your Personality Type!
- This will be invaluable as you set out to succeed as a student, professional and citizen.

CAREER INTEREST SURVEY



- Let's Take a Look at Careers and Jobs that May be Right for You

MY STRENGTHS



(2) I was pleasantly surprised that my Personality Type Report disclosed that I have the following strengths:

MY BLIND SPOTS



(3) My Personality Type Report has helped identify the following “blindspots” that I will need to watch out for in school and at work:

CAREER POSSIBILITIES



(4) My Personality Type Report helped me identify the following three careers areas that I intend to explore (whether at school or in the workplace):

1.

2.

3.

HELPFUL WEBSITES



- **A helpful website to explore college majors that match my Personality Type Report is <https://bigfuture.college.org/majors-careers>.**



- **A helpful website to explore these areas of employment is developed by the US Department of Labor Bureau of Labor Statistics at www.bls.gov/ooh.**
- **That site contains a handy Occupational Outlook Handbook that can help me evaluate jobs and careers I wish to explore.**



- **Another really cool (and user friendly!) online resource for me to explore career paths is**
<https://bigfuture.college.org/explore-careers/careers>.

RESUME WRITING



- A resume is a summary of my academic and work experience for potential employers to review when considering hiring me for a job.
- A resume is sometimes referred to as a curriculum vitae or CV.

TYPES OF RESUMES



- **Chronological Resume**
- **Functional Resume**
- **Combination Resume**
- **Resume with Profile**
- **Targeted Resume**

Chronological Resume



- Starts by listing work history, with most recent position listed *first*
- Jobs are listed in reverse chronological order
- Employers like this type of resume because it is easy to see what jobs you have held and when you have worked at them.
- **Best for job seekers with strong, solid work history**

Functional Resume



- Focuses on skills and experience, rather than chronological work history
- Best for job seekers who are **changing careers**, or who have **gaps in their employment history**

Resume with Profile



- Includes a summary of a job seeker's skills, experiences and goals as they relate to a specific job
- Best for job seekers with solid experience in a specific field that makes them ideally suited for a specific job

Targeted Resume



- Customized to specifically highlight experience and skills that are relevant to an existing employment opening or position
- **Best for job seekers who are applying for open jobs that are a perfect match for their qualifications and experience**
- More work to tailor your “skeleton” resume to a specific opening, but well worth it!

SECTIONS OF A RESUME



- Contact Information
- Headline
- Objective
- Profile
- Branding Statement
- Experience Section
- Education Section
- Skills Section

Contact Information



- First and Last Name
- Street Address
- City, State, Zip Code
- Phone (Cell and Home)
- Email Address

Objective



- Entirely Optional!
- Can include same sentence in cover letter
- Similar to a “Profile” or “Branding Statement”

Headline (or Title)



- Entirely Optional!
- Brief Phrase Highlighting Your Value as a Candidate
- Located at Top of Resume
- Allows a Hiring Manager to See why You are a Stand-out Candidate Easily

Objective (Cont.)



- A sentence or two (no more!) about your employment goals
- Spelling out why you are ***perfect*** for the position may help your resume stand out!
- ***Stating*** an objective on your resume is optional
- ***Having*** an objective is not – so why not draft one? You must have clear employment goals.

Sample Objectives



- “Obtain a management position at ABC Co. where I can maximize my expertise in human relations, project management, staff recruitment and retention”
- “Elementary education teacher at small independent school”
- “Customer service manager where my experience can be utilized to improve customer satisfaction”

More Sample Objectives



- “Secure a position in a well established organization with a stable environment that will lead to a lasting position in finance”
- “Obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people”
- “Obtain position as clinical assistant for health maintenance organization utilizing my writing, research and leadership skills”

Profile



- Brief summary of skills experiences and goals
- Written for a specific job opening

Branding Statement



- Short, Catchy Statement highlighting most relevant expertise
- 15 words or less

Sample Branding Statements



- “Persistent financial planner with history of landing and servicing high net worth clients”
- “Energetic health services recruiter with the contacts, finesse with people and persistence to attract top talent”
- “Creative, skilled social media expert with five years experience managing social media accounts”

Career Summary (Highlights)



- Entirely Optional!
- Key achievements, skills, traits and experience relevant to the position
- Highlights relevant experience and tells prospective employers you have taken the time tailor your resume to their open position

Experience (Work History)



- **Company/Organization**
City, State
Dates worked
Job Title
Job Responsibilities
Job Achievements

Job Responsibilities/Achievements



- Use Action Verbs
- **HONESTY IS THE BEST POLICY!**

Education



- Schools Attended
- Degrees Attained
- Special Awards and Honors
- Professional Development Coursework
- Certifications

Skills



- Should Be Related to Position
- Computer Skills
- Software Skills
- Language Skills

GENERAL RESUME TIPS



- Use a Basic Font
- Use Keywords from Job Descriptions
- List Most Important and Relevant Accomplishments First
- List Key Accomplishments at Top of Each Position

SAMPLE RESUMES



- Let's take a look at some sample resumes
- What do you see as strengths of each resume reviewed?
- What feature of these resumes can you use in yours?

HELPFUL RESUME WEBSITE



- A helpful website that contains multiple sample resumes tailored to specific jobs and careers is:

<http://jobsearch.about.com/od/sampleresumes>

THE COVER LETTER



- A short letter that accompanies a resume
- One page or less (3 paragraphs max)
- Keep it simple and readable!
- 10 or 12 pt font in Times New Roman or Arial

Cover Letter Basics



- Take the job posting and list the criteria the employer is looking for. Then list the skills and experience you have. State how your skills match the job in paragraph form or in a bulleted list.
- Include your contact information (address, phone, email address) at the top of every letter you write and in the signature of each email message you send.

Cover Letter Basics (Cont.)



- Personalize your cover letter
- If you can, address it to the individual responsible for hiring. If not, address your letter to “Dear Hiring Manager” or “To Whom it May Concern”
- One page, or less. Single space your letter and leave a space between each paragraph.

Cover Letter Basics (Cont.)



- Use professional language and format, even if applying online or in email
- If using email, be sure to use the subject line (the easier you make it for manager to get back to you the better!)
- Proofread! Perfectly written and formatted (this is your first, and perhaps **ONLY** impression!)

Sample Cover Letter



Jane Doe

Street Address, Town, Zip Code

TEL: (555) 555-5555
FAX: (555) 555-5555
e-mail: jdoe@hcc.edu

June 19, 2014

Anytown University
Human Resources Office
577 Western Ave
Anytown, MA 01000

RE: Employment Opportunity

To Whom it May Concern:

I am writing to express an interest in (identify the employment opportunity here). I have substantial experience in (identify the employment area here). Enclosed is my resume (or curriculum vitae, if appropriate). I would be happy to forward references upon your request.

Thank you in advance for your consideration. I look forward to discussing my qualifications for this position with you in person.

Sincerely yours,

Jane Doe

Sample Email Cover Letter



JANE DOE

Street Address
Town, Zip Code

TEL: (555) 555-5555
FAX: (555) 555-5555
e-mail: jdoe@hcc.edu

June 19, 2014

ABC Company
Human Resources Office
Anytown, MA 01000

RE: Employment Opportunity

To Whom it May Concern:

I am writing to express an interest in (describe the position here). I have substantial experience in this field. Attached is my resume (or curriculum vitae if appropriate). I would be happy to forward references upon your request.

Thank you in advance for your consideration.

Sincerely yours,

Jane Doe

LET'S DRAFT A RESUME



- Open a New Word Document
- Go to File Dropdown menu and click “New” (a task pane called New Documents with Templates should open up)
- Select “Resumes and CVs”



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