

Phase I - Module 8

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Review Checkpoint

Take the time at the beginning of class to review any previous material covered. Allow the students to ask questions and tell what they have learned thus far.

Job Search/Career Counseling

Putting Together An Application or Resume

After you have identified jobs that align with your interests and skills, you will need to express interest in the position. To do this, most jobs will require you either complete an application or submit a resume with a cover letter.

Resumes

Whether a job requires an application to be completed or not, it is always in your best interest to have an updated resume on hand. A resume is a the ‘story of you’ as far as your job search is concerned. A resume is often the first opportunity to make a good impression on employers and others who can assist in a job search. On it you can present your skills, experience as well as other qualities and traits that can prove you are a good match for the job you are pursuing.

During a job search, you should always have paper copies as well as an electronic version of your resume accessible to you – you never know when you could have an opportunity to network. Characteristics of a good resume include:

- Be clear, concise & concrete in describing your skills and experience using strong words that demonstrate your skills.

- Use standard fonts like Times New Roman, Future Palatino or Century
- Use an 11- or 12-point font size, but don't use effects like Italics, underlining or shadowing
- Use key words to define your skills, experience, education & professional affiliations
- In most cases, it is best to only include the last 10 years of your work experience, unless you feel that the older work history is an exact match for the job you are applying for.
- Have your complete work history on hand if more information is requested.
- Don't get fancy, stick to black ink on white paper. If you are applying for a position with a creative business – a marketing or advertising firm, for example – using a single color might be appropriate for emphasis
- Don't use vertical and horizontal lines, graphics, shading or boxes

The average employer spends no more than 30 seconds scanning your resume, so be sure to put the most important information at the top and visible.

Types of Resumes

A Chronological Resume emphasizes work experience, many employers prefer this style because it enables them to quickly match your prior work experience to their immediate needs. Recent grads can show part-time, co-op and summer employment as relevant work experience.

Creating a Chronological Resume:

- Begin with a 'career objective' to reflect your strengths and skills without limiting your options
- Create a 'Summary of Qualifications' statement made up of three to four sentences about who you are, your experience and your credentials
- With 'Work Experience,' start with your most recent position and work backwards in time. Give the name of the company, city, state, job title, major duties and accomplishments
- Keeping your job objective in mind, emphasize the duties and accomplishments that highlight the strength the employer desires
- Use action verbs to begin each phrase
- Use bulleted lists for easier reading and to highlight each separate activity or achievement

- Put recently earned relevant diploma/degree at the top of the resume. Otherwise, education should go at the bottom.
- A one-page document is preferred, but a second page can be used if necessary.
- Proofread for grammar, spelling, clarity and conciseness. Use spell check.

A Functional Resume - also known as skill-based – is arranged so that a reader can assess what you have to offer in quick time. Job seekers who have gaps in their work history, are re-entering the workforce, have frequently changed jobs throughout their career or ones that are transitioning to new careers should consider using a functional resume.

Important features of this type of resume include:

- Include multiple skills sections and bulleted content that show competencies and proficiencies including key academic achievements, list of both paid and volunteer positions previously held, interested, GPA. Be sure to provide detailed information but don't embellish too much.
- Do not include job title, company name, location and dates of employment. If you do want to include, it should be included at the bottom of the document.

An Electronic Version is also very important to maintain. Many employers use electronic scanning software that looks specifically for keywords to pick out resumes to pass along to the hiring manager. There are several things you can do to make your resume stand out to electronic scanning software:

- Use labels or keywords like what was used in the job posting. They are the essential qualifications required to do the job.
- Put the most important keywords at the top of the resume. The software may have a limit to the items it will scan, and items at the top of the document are more likely to be reviewed and picked up.
- Put your name first and include contact information on a separate line.
- Keep the design simple. Use white space, scanning software can more easily read documents with more white space.
- Use minimal design elements and highlight areas with asterisks (*) and use capital letters instead of underlining.
- When using bullets, be sure to put a space between the bullet and the first word to make it easier for the scanning software.
- Only use abbreviations that are more common, BA (for Bachelor of Arts) is one example of a common abbreviation.

- Using common language, industry jargon may not be recognized by computers.

Another advantage of an electronic version of a resume is that it can be easily emailed to interested employers. When forwarding a resume via email, be sure to put something in the subject line. It can be something as simple as the job title, but be sure to use any job numbers listed in an advertisement, if available.

Other Types of Resumes

- Combination
- Resume with Profile or Summary
- Nontraditional
- Infographic
- Targeted
- Mini

NOTE: Students should be encouraged to utilize the on-campus Career Center for additional assistance and support.

Completing a Job Application

Many companies require job applications completed – in place of or in addition to a resume – to ensure that all the necessary information is gathered. Also having all the information for multiple candidates in the same format allows an easier and quicker method of comparing/contrasting candidates.

Completing an application can be time-consuming but preparing and having access to all the important information will make it easier. Having a copy of your resume to refer to will allow you to transfer much of the information such as your work history and job description onto the application. You should provide information for the past ten years of work history on any application you complete. Any times when you were not employed should be explained, examples of how to explain include: continued education, providing care for family members, self-employment, travel, etc.

Information normally required on a job application:

- Driver's license number
- Social Security Number
- Work history
- Employer Names
- Employer Addresses
- Employer Phone Numbers
- Supervisor Contacts
- School / training experience
- Club and/or Organization Memberships (include any leadership roles/committees)

- Military record (Form DD-214), if applicable
- References (at least three)

Tips for Completing Applications:

- Have three professional looking copies of your resume
- Take the application home to complete, if allowed
- Follow directions, read over all questions first and answer as completely as possible
- Print of type neatly, use black ink
- Be specific about the position you are applying for, in the box asking for position desired, don't write open or leave blank
- Print 'N/A' (not applicable) on questions that do not apply to you
- Proofread for spelling and grammar errors
- If you find that you have made several errors, ask for another application
- Be sure to sign and date the application

NOTE: The North Carolina State Application (PD 107, PD 107- Continuation Sheet, and Form CC-305 Voluntary Self Identification of Disability) is located in the Module 8 folder. As well students should be encouraged to visit the state website and assisted in how to search for jobs. The Work for NC website is located at: <https://oshr.nc.gov/work-nc>

Job Interviews

For this section you can utilize YouTube. There are tons of Job Interview prep videos that can be useful for your students. As well you can utilize other resources available through the college.

Essential Interview Tips

1. Clean your social media presence. Over 90% of employers check the social media platforms of interview candidates.
2. Be prepared for "Tell me about yourself."
3. Be on time. By being late, you give the impression that you don't care, don't have control over your time, or don't respect the time of others.
4. Know your weaknesses.
5. Get plenty of practice
6. Video record your practice sessions. The perfect verbal responses will fall flat if your body language is incongruent. Some experts believe your body language is the most important factor.
7. Know the company.
8. Dress appropriately.

Job interviews can be stressful. You need or want the job, and the interview is often the final stage in the process. There's a lot riding on that conversation! Job interview skills can be learned by anyone willing to put in the effort. Become an expert at the job interview process and get the job.

Workplace Success

If you're ticking all the boxes and getting through your to-do list then you're doing your job. But do you know what else you could be doing to make yourself even more successful and productive – and on the path towards a promotion?

Being successful and productive at your job requires more than just participation – it involves being proactive about your own performance. How you are doing your job is just as important as what you are doing.

Employees should be continually evolving, learning and contributing toward overarching strategic objectives. Encouraging continual improvement through ongoing communication, information sharing, assessments and rewards can help both individuals and organizations move towards their goals.

Yet you can also be totally unaware of your own strengths and weaknesses. It can be easy to identify these attributes in other people you work with but it's always harder to gain introspection on ourselves.

If you're having trouble figuring out how you can improve at your workplace, ask a close co-worker or your manager for honest feedback. But be prepared to hear the truth as you cannot change a habit or behavior if you're not prepared to see it.

Feedback will provide you with valuable insight about what people expect from you, any areas for growth, and what you need to work on. Remember, the grateful acceptance of critique shows your commitment to growth and invites productive discussion.

Video: Tips to become more successful at work | Career Advice | Hays
<https://youtu.be/V9UtCejYWgl>

Eight Tips to Achieve Success at Work:

1. Understand your employer's expectations
2. Be a team player
3. Willingness to take on extra duties
4. Be considerate
5. Be on time
6. Meet deadlines
7. Pay attention to career advice
8. Maintain a positive attitude

Cite Sources

Applications, resumes. Help! <https://nccareers.org/applications-resumes-help> 2020-2024

Work for NC website: <https://oshr.nc.gov/work-nc> July 2024

HAYS Working for Your Tomorrow – Tips on how to be successful at work
<https://www.hays.com.au/career-advice/career-development/tips-to-be-more-successful-at-work> July 2024

YouTube <https://www.youtube.com/>

Trainer Terry – Essential Interview Tips. www.trainerterry.com. July 2024