



Tips For Entering The Workforce

BUILDING A RESUME AND
INTERVIEWING WITH MINIMUM
EXPERIENCE

Tips for a successful resume

“THE KEY TO SUCCESS IS TO FOCUS ON GOALS, NOT OBSTACLES”

Good Practices

- People with no employment history often possess skills and experience that are relevant to employers.
- The key to creating the resume is to portray your abilities in a way that contributes to a job or career function.
- Use a functional format. Include Skills or summary of Qualifications
- Skills Assessment - Assess the skills the employer you are interviewing with and include skills they may find relevant.
- COVER LETTER - This is a way to sell your skills to the hiring manager.
- Maintain a neat and tidy appearance on your resume
- Make sure wording is easy to read and that it follows a clear, concise path of your experience.
- Use bullet points rather than paragraph style when detailing work experience.
- Choose a font that is unusual and interesting yet still easy to read. DO NOT switch fonts, DO NOT use fonts too small or light in color

Job Description Matching:

- Write resumes that are specific to each and every employer instead of sending the same general document.
- Pull words from job advertisement as you apply for new opportunities
- Action Verbs - Hiring managers scan your resume to gain a sense of what you've accomplished. Make it compelling, managers only spend a few seconds on the resume looking for key words.
- STUDENTS should add the following:
 - Volunteer work, this shows you have drive, committed and follow through.
 - Any Classes you have taken if it relates IE: AP or CAP classes.

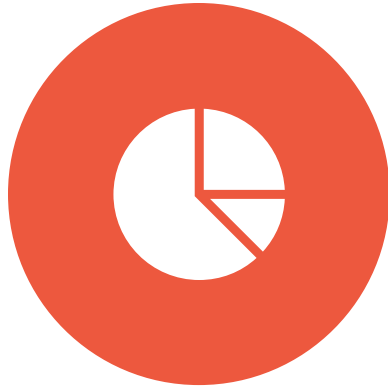
Interview Tips

- PUT YOUR PHONE ON AIRPLANE MODE
- Research – Research the job you’ll be interviewing for.
- Understand what employers are looking for.
- Be prepared to interview even if you don’t expect it.
- Know what you can work. Know the hours you can commit to and the days you can work.
- Have realistic compensation requirements.
- Ask relevant questions. Have at least 4 questions relevant to the work or what you heard in your interview.
- Have references ready, at least 3.
- Bring extra copies of your resume.
- Relax – A “no” doesn’t mean there isn’t another opportunity for you.

Entering the workforce

- Be humble and willing to learn.
- Don't take everything personally
- Attitude is everything
- Always strive to be the most valuable player – your reputation follows you.
- Don't quit just because you can. When you are offered a new opportunity do not just go running for it. Take time to think about it and be respectful to your current employer. Give notice if you decide to take the opportunity.
- Make a Plan 1, 5, and 10 years.
- Remember where you came from.
- Be Reliable – Success doesn't come to those who don't work for it.

Take Away



WRITE RESUMES THAT ARE SPECIFIC TO THE EMPLOYER INSTEAD OF SENDING THE SAME GENERAL DOCUMENT.



RELAX, A NO DOESN'T MEAN THERE ISN'T ANOTHER OPPORTUNITY FOR YOU



BE RELIABLE - SUCCESS DOESN'T COME TO THOSE WHO DON'T WORK FOR IT. .