

Career Development

Resume Building

Cover Letter

- Way to introduce yourself
- Information on why you are qualified for the job

What is a resume?

- It's YOU written on paper
- First impression
- Time line of education and work experience - look for gaps
- Employer able to extract important information quickly

Resume Building

What's in a resume?

- Provide the necessary information
 - Name
 - Address
 - Contact Numbers – mobile and home
 - Email Address

Resume Building

- Work Experience – chronological order (most recent first)
 - Company name
 - Duration – Month & Year
 - Job Title
 - Job Duties/ Responsibilities
 - Special Projects & Events
 - Key Achievements

Resume Building

- Education – chronological order
 - School name
 - Duration – Month & Year
 - Degree/ CAPE/ CSEC/ Programmes/ Certificates
 - Any other training e.g. Seminars/workshops

Resume Building

- Activities/ Interests/ Membership
 - Name of Activity
 - Duration – Month & Year
 - Any specific role you play or key achievement

Resume Building

- References
 - Name
 - Company Name
 - Job Title
 - Contact information
 - At least 2 professional references (if relevant - if not then character references)
 - Little or no work experience use references from lecturers
 - No personal references

Resume Building

Tips

- Passport photo – use an appropriate photo
- Spell check/ grammar check
- Use clear fonts - avoid cursive fonts
- Clean, easy to read layout (use bullets if you can)
- Avoid numerous contact numbers
- Email – ensure you attach your resume
 - Add a subject and content in the email
- State what position you are applying for

Job Search

Where can you go to search for vacancies?

- Print Media
- Recruitment Websites
- Individual Company Websites
- Company/ agency FB pages
- Employment Agencies
- Who knows who?

Job Search

Tips

- Do **NOT** send your resume to multiple companies in the same email
- Ensure the cover letter is addressed to the correct person /company
- Use an appropriate voice mail message
- Social Media – Facebook, Twitter, Instagram
- Record your job applications

Interview Preparation

- Do your homework
 - Research information on the company
- Certificates
 - Original and copies
- Interview Questions
 - Go through common interview questions

Interview Preparation

- Attire
 - Avoid overly bright colours - lime green with fuchsia tie
 - Skirts must be right above the knee or longer
 - Avoid plunging neck lines
 - Avoid skin tight clothes or ill fit pants
 - Wear minimal make up, perfume or cologne
 - Simple accessories (no visible body piercings or tattoos)

Interview Preparation

Tips

- Interview starts when you walk into the company
- Avoid 'green verbs' or slang – “yea”, “mines” or “onlyest”
- Keep eye contact when speaking to the interviewee
- Ask questions – don't be afraid if you have a query , it shows interest in the job
- If you are going to be late – CALL
- If you are no longer interested in the job – CALL and cancel

Workplace Protocol

General

- If sick or running late
 - Call your superior **NOT** text
 - Do **NOT** send a message to your co-worker to pass onto your superior

Workplace Protocol

Email

- Avoid writing in all caps
- Avoid cursive fonts
- Use a brief Subject lines
- Use BCC (Blind Carbon Copy) and CC (Carbon Copy)
- Create an out of office response
- Double check email – correct spelling, punctuation and grammar

Workplace Protocol

Telephone

- Good Manners – Good Morning, Thank you etc
- Identify the company and yourself
 Good Morning, ORBIT Solutions, this is Nicole speaking
- Voicemail - keep it brief and if out of office identify a team member that can