

# Getting a Job

A decorative graphic consisting of a solid teal horizontal bar that spans the width of the slide. Below this bar, on the right side, are several horizontal lines of varying lengths and colors, including teal and white, creating a layered, modern look.

# Qualifications and Skills

- Education
  - Most jobs require high school diploma
- Basic Skills
  - Read, simple math, communication, basic computer skills
- Work Experience

# Qualifications and Skills

- Character traits
  - Hard work, honesty, dependability, ability to finish tasks
- Good attitude towards work, desire to do the job well
- Follow instructions
- Take initiative

# Knowing what Employers Want and Need

- Qualifications
- Employability skills



## QUALIFICATIONS

- Bachelors Degree. Business or Management preferred
- 10+ years experience at a senior sales level and/or marketing capacity
- Excellent communication skills
- Proven track record of building, training, motivating a sales team/department

## RESPONSIBILITIES

Build, train and mentor own team  
Establish systems and processes to drive sales  
Create and manage budget  
Manage sales department by setting and monitoring goals

# Job Application

- Printed sheet with blank spaces that you will fill in
- Always have a copy of your resume

# Getting the Job You Want

- Resume
  - Persuade potential employers to interview you
  - Gives employer first impression of you
  - Try to limit to one page
  - Chronological resume
    - Heading, job objective, skills, work experience, education

# Parts of a Resume

- Heading
  - Contact information
- Job objective
  - Type of job you want
- Skills summary
- Experience
- Education

# SUE SMITH

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2222 Mill Plain Rd, Fairfield, CT 06614 / Cell 203-555-1111

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**Profile – High School senior skilled in athletics and working with children in sports-related activities. Dependable and mature; seeking admission to a college where I can study Sports Medicine.**

## Education

**HS Diploma:** Graduation Date - June 2011 from NC High School, Fairfield, CT

**GPA:** 3.6 **SAT:** Critical Reasoning - 620 Math - 540 Writing – 560

**AP Courses Completed:** English, Biology, U.S. History

## Honors and Awards

- High School Honor Roll (2006-Present)
- High School Coaches Association Award (2008)
- Varsity Indoor Track (2008- 2009)
- Varsity Lacrosse (2007-2009)
- All Conference Lacrosse (2008)
- All Conference Academic (all sports 2006-Present)

## Extracurricular Activities

- Varsity Swim Team (2005-2008, Captain 2009); YMCA Swim Team (2005-2007)
- Varsity Indoor Track - Sprinter (2008- Present)
- Lacrosse Varsity (2007-09); Captain (2008-Present)
- Key Club Participant (2007-Present)

## Community Service

- Teacher's Assistant - Physics/Science teacher (2008-2009)
- Relay for Life - Organized events for three years (2007-Present)
- Big Brother/ Big Sister - Coordinated afterschool activities- JR Middle School (2008-Present)
- Brookfield Youth Lacrosse Clinic - trained techniques to 8-10 year olds (2008)

## Employment

- Lifeguard/Instructor – Lake Town Park, Stamford, CT (2007-Present)
- Lifeguard/Swim Instructor, Green View, YMCA, Fairfield, CT (2007-Present)
- Cashier, TJ Maxx, Fairfield, CT (2006-2008)
- Soccer Referee, YMCA, Fairfield CT (2004-2007)

**Additional Training:** Red Cross CPR/AED Certification, Waterfront Lifeguard, Certified Soccer Referee



# Writing a Resume

- In order to make your resume different from the other resumes, use your resume to tell a story. Even if you have limited experience, you can still make this happen.

# Writing a Resume

- Make sure of bold font
- Pretend you are doing the hiring
- Highlight your knowledge and skills
- Stand out from the rest
- Chronological order
- Present professional contact details
  - Voicemail, email

# Writing a Resume

- Highlight your education
- Explain your experience
- Awards and honors

# Cover Letter

- Cover letter – why you are applying
- Make a good impression

1313 Smalltown Lane  
Yourtown, TN 37701  
October 1, 2011

Peter Jones  
Assistant Manager  
Happy Time Daycare  
774 Mytown Drive  
Yourtown, TN 37701

Dear Mr. Jones:

I am writing to apply for the Daycare Assistant position that was advertised in our local newspaper, The Yourtown Journal. I have much experience working with young children and think I would be a good addition to your daycare facility.

I have been a childcare provider for three years, having cared for children ages 4 through 12. My experience includes short-term and long-term positions. By this, I mean that I have babysat for children for one evening or day, and I even cared for a family of four children for three months during the summer.

I hope that you will consider me for this position. You may contact me by phone at (555) 555-5555 or by email at [jane.smith@myemail.com](mailto:jane.smith@myemail.com). I look forward to speaking with you to discuss my experience and how I can be a good addition to Happy Time Daycare.

Sincerely,

Jane Smith

# Employment Testing

- Test for required skills
- Truck drivers – driving test
- Government – drug or lie detector test