

ADVANCED COLLEGE PLACEMENT SHEET

Ready to join the workforce? Lets get you up to date on all the things you will need to find your next dream job

MY MARKETING KIT

Now that you're ready, lets create some documents to show you off. You may also need the following:

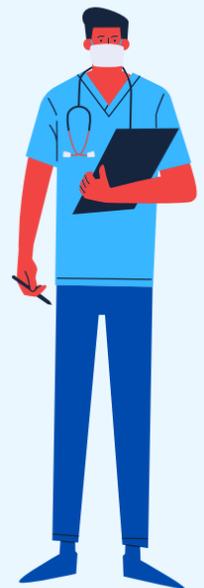
- Updated Resume
- Cover Letter
- Job Search Strategy
- Interview Prep
- Work Related Goals
- Externship Experience
- Licenses and Certificates



WHAT DO I NEED?

TOP 10 SKILLS AND PERSONAL CHARACTERISTICS EMPLOYERS LOOK FOR ON A RESUME:

- Honesty
- Motivation
- Communication Skills
- Self-confidence
- Flexibility
- Interpersonal Skills
- Strong Work Ethic
- Teamwork Skills
- Leadership Skills
- Enthusiasm
- Interpersonal
- Teamwork
- Analytical
- Oral Communication
- Flexibility
- Computer Literate
- Written Communication
- Leadership
- Work Experience
- Internship/Co-op Experience



76% OF RESUME REJECTIONS

are due to unprofessional email addresses*

MY RESUME

You are a professional, so you need a good resume. A good resume will not get you a job, but a bad resume can prevent you from getting the interview. Since the resume is a primary tool in finding a better job, extra time spent on its preparation is a good investment. Here are some different components of a resume that are highly recommended:

- **Heading:** This section will contain your full name, mailing address, phone numbers(s), and e-mail address.
- **Objective:** If you're preparing an entry-level resume, you want to show that you have a sense of direction. In one short sentence you may state, "Seeking full-time position in..."or "To obtain a challenging position in a thriving company where I am able to use my skills and advance within the company".
- **Education:** This mainly shows the employers that you are capable of learning. Include any apprentice training, special workshops, self-study, high school, vocational school or college. Start with your most recent school or program.
 1. Name of school, location. City/town and state only.
 2. Date of completion.
 3. Degrees, licenses, certifications awarded.
 4. Majors, minors, and specializations.
- **Skills and Abilities:** There are three types of skills that are widely included on a resume:
 1. Computer Skills.
 2. Language Skills.
 3. Relevant skills
- **Work Experience:** The experience section is highly recommended. Even if you worked part-time or volunteered. Include it in your resume. Start with your most recent employer. The employers are very interested in seeing what you have done in the past and how it may relate to the job at hand. If you are an entry-level candidate, place your Experience section after the Education section. If you are experienced, do the opposite. Each experience includes up to six parts: company name, company location (city and state), position or title, start and end date, position responsibilities, and accomplishments. The first four parts are highly recommended for all experiences.
- **Military Service:** If you never served in the Armed Forces, skip this section. Otherwise, give your date of separation, your highest rank and your branch of service.
- **Personal:** Do not include your age, gender, race, marital status, family size or disabilities. If you have any honors or awards, list them. Usually we have the tendency to think the awards and honors we receive are not important. Employers think otherwise. Any professional honor or award you have been given should go on your resume. You never know which one or two things on your resume may make the difference.
- **References:** Do not list any of your references on the resume. Instead, type "References Available Upon Request".



FINDING THE PERFECT JOB

- **Persevere:**
You will experience many rejections throughout your job search. This is part of the process.
- **Have a Plan:**
Nothing will get accomplished in your job search without a plan. There are so many things that need to get done in a job search that can make it feel overwhelming.
- Utilize the support of the Career Development Office at Advanced College. Set up a time to sit down with our student services rep to create your resume and cover letter: advancedcollege.edu



FINDING THE PERFECT JOB

- **Networking:** As you may know, most jobs are found in the hidden job market. Some professionals believe that only a quarter of those jobs will be publicized. Three-quarters are filled privately, by networking. Some studies have shown that up to 80 percent of all jobs are obtained through some form of networking. Networking is generating information, job leads, and referrals to prospective employers through personal and professional contacts.
- Find relevant contacts through your professional and community contacts. Professional and community contacts include the following:
 - Church and community service members. Local community, such as your doctor, dentist, real estate agent, accountant, your plumber or your hair stylist or barber. Social and recreational community, such as club members, music or art club.

Responding to Job Advertisements: After you discover which companies are hiring, you should develop a personalized cover letter and respond to their ads.

- Internet job listings.
- Company web pages.
- Professional Associations.
- Regional Business Offices, such as your local Chamber of Commerce.
- State and Federal Employment Office.
- Posting your Resume with an Online Career Center.
- Contact Employment Agencies.
- Participating in Job Fairs.
- **Work with the Career Development Office at Advanced College:** Advanced College has a Career Development Office, like an employment service office. Some of the services we provide are, assisting with resume, cover letter and thank you letter writing. Mock interviews, assistance with job searches, as well as support in job placement. Some participating employers usually like to hire our graduates.

HOW DO I MARKET MYSELF? GREAT QUESTION!



TIME FOR YOUR INTERVIEW

You only have **7 SECONDS** to make a strong first impression*

REFERRALS ARE 5X MORE EFFECTIVE than all other means of hiring*

71%

of employers wouldn't hire someone who doesn't follow the appropriate dress code*



67%

of job seekers are unable to make eye contact*

LETS GET READY:

I am confident
I am impressive

I am honest

I am proud

I am a great worker

I can do anything!



INTERVIEW STRATEGIES

First impressions are very important. Relax, take a deep breath and let them see the real you. Show confidence from the moment you walk into the organization. Determine if you and the interviewer share anything in common that you can chat about for a few minutes, such as photos, paintings, and artwork in his/her office. Maintain eye contact. Be professional and continue to show enthusiasm. Avoid dominating the conversation, and try to listen carefully. Remember to ask about the responsibilities of the job and the qualities desired in the person to be hired. Try to tell him/her why you want to work for the company and what you can contribute to the success of the company. Your focus should be on working toward the success for the company.

- Dress professionally for your interview, and keep it simple.
- Stand up when the interviewer comes to greet you.
- Extend your hand and offer a firm handshake.
- Maintain eye contact
- Maintain confident body language, relaxed, comfortable, yet professional body posture is important.
- Be polite. Avoid being too friendly or too vague.
- Be specific. Talk about techniques and skills that are pertinent to the job.

CONGRATULATIONS!

You were successful with your resume, interview, and your salary negotiations. Now it is time to be successful on the job!

- Dress appropriately for the position and follow the company dress code.
- Be punctual and bring a pen, a professional notepad, and a briefcase or satchel
- A positive attitude means everything to your career. A positive attitude is the major factor in building strong working relationships.
- Be patient. Be quick to compliment co-workers when they do a good job. Be supportive when they need your help.
- Be competitive with yourself and not others.
- Be open to being confronted or provided constructive criticism. Being defensive is not professional and might be a sign of weakness.
- Fulfill your responsibilities as outlined in your job description.
- Enjoy your job
- Develop and maintain a plan for your career development.
- Become a lifelong learner.



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*<https://legaljobs.io/blog/interview-statistics/>