

WORK WISE

SPONSORED BY ROYDMARTIN

Episode One - Extra Resources
Employability - How to get a job,
keep a job, and build a career.

A 90 Second Guide to
Employability



Free Skills
Assessment



Free Interest
Assessment



Tips for Your
First Résumé



Step by Step
Résumé Writing Guide



Tips for Drafting Your Résumé

- 1 Contact Information:** Include your full name, phone number, email address, and LinkedIn profile if you have one.
- 2 Objective Statement:** Write a brief, clear statement about your career goals and what you hope to achieve.
- 3 Education:** List your educational experience (high school or college) and the expected graduation date. Include your GPA if it's strong.
- 4 Skills:** Highlight both hard (technical) and soft (interpersonal) skills that are relevant to the job you're applying for.
- 5 Experience:** Include any work experience, any industry-based credentials (IBCs) earned, internships, or volunteer work. Describe your responsibilities and achievements.
- 6 Awards and Honors:** List any academic or non-academic awards and honors you've received.
- 7 References:** Include references if possible. Teachers, coaches, or employers are good options.
- 8 Formatting:** Keep the résumé to one page, use a professional font, and make sure it's free of spelling and grammatical errors.
- 9 Customization:** Tailor your résumé for each job that you are applying for. Highlight your most relevant skills and experiences.

*"Start by doing what is necessary,
then what is possible, and suddenly
you are doing the impossible."
Francis of Assisi*

Top Ten Job Interviews Tips		Sample Interview Questions
Research: Understand the company's mission, values, and products/services.	1	Tell me about your prior work history and your current job?
Practice: Prepare answers to common interview questions and rehearse with a friend or family member.	2	What do you do to ensure that you are working safely when completing tasks?
Dress Appropriately: Dress professionally and appropriately for the company culture.	3	What is your greatest professional strength?
Arrive Early: Plan to arrive 10-15 minutes early to show punctuality.	4	Can you describe a situation in your past where you learned from a mistake?
Body Language: Maintain eye contact, offer a firm handshake, and sit up straight.	5	What is the most difficult situation you have ever faced?
Listen Carefully: Pay attention to the interviewer's questions and comments.	6	Is there anything you would like to improve about yourself?
Answer Clearly: Respond to questions clearly and concisely, providing specific examples when possible.	7	What is the most important thing you are looking for in a job?
Ask Questions: Prepare some questions to ask the interviewer about the company and role.	8	What are your career goals?
Follow Up: Send a thank-you note or email after the interview expressing your continued interest in the position.	9	Why would you like to work for us?
Stay Positive: Maintain a positive attitude throughout the interview, even if you're nervous. Remember, it's a conversation, not an interrogation.	10	Why should I hire you?

Comprehensive Guide to Job Interviews



Interview Tips Video by Indeed.com



New Job Tips Video Playlist by Indeed.com

