

PREPARING FOR THE WORLD OF WORK

What to put and what not to put on your resume



Skills for the Workplace Interviewing



What to include on your Resume:

- Name, Local Address, Phone Number
- Email
- Objective
- Certifications (such as first aid)
- Skills and Abilities
- Work Experience
- Volunteer Experience
- Education
- References



Employment History:

If you haven't had a job before you can include odd jobs you did your neighbors, parents or friends as well as volunteer work.

Education:

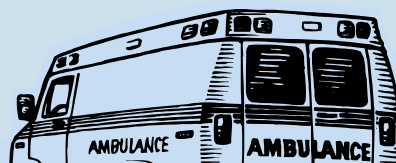
List the current grade you are in. If you are not in school then list the highest grade completed

References:

On your resume you can put 'Available upon request; and have a separate reference page for when the employer asks for it

What NOT to include:

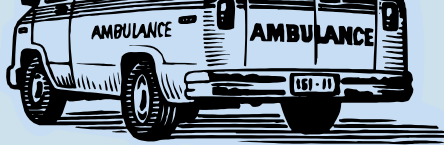
- ⊗ Sin Number
- ⊗ Date of Birth
- ⊗ Personal Information



⊗ Personal Information

⊗ Picture

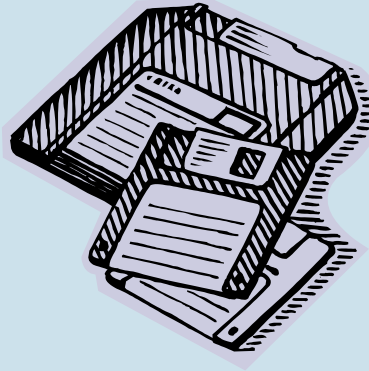
⊗ Martial Status



Skills for the Workplace:

Top Skills Employers Seek

- Teamwork
- Communication
- Leadership
- Customer Service
- Self-Motivated
- Work Ethic



Employers are looking for basic skills and are willing to train on the job skills.

Other skills that employers are looking for:

- Problem Solving
- The ability to listen and verbally communicate
- Having a friendly personality
- The capacity to be flexible
- Being a team player
- Able to self-manage
- Having good organizational skills
- Be hard working
- Reliability
- The ability to take initiative
- Having basic reading, writing and numeracy skills

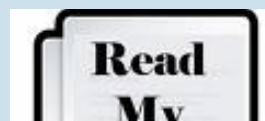


Cover Letters and Applications:

Cover Letters:

- If you really want the job Write One! A great cover letter shows the employer that you are well organized, professional and confident.
- Make sure that you match the job description to your skills
- Short and Sweet (Bullets!!!)

Application Forms:



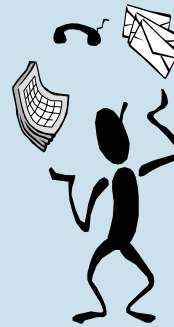
Application Forms:

- Take 2 Applications Forms (one to practice on)
- Don't fill it out at the Business
- Have someone proof read it!



Some Common Interview Questions to Practice (Practice makes Perfect):

- Tell me about yourself
- Do you have any experience in this kind of work?
- How do you handle working with people?
 - High Pressure?
 - Following Directions?
- Why are you interested in this job?
- What hours are you available?
- How flexible is your schedule?
- How do you deal with conflict
- What are your strengths?
- What skills do you bring to this position?
- Do you have any questions about this position?



Illegal Interview Questions:

There are certain things that an employer cannot discriminate against you in the hiring process. **YOU HAVE RIGHTS**

These include:

- ⊗ Race, color or religion
- ⊗ Place of origin
- ⊗ Political Belief
- ⊗ Martial status
- ⊗ Age
- ⊗ Sex
- ⊗ Conviction for a criminal charge that is unrelated to the employment

