

## Career Education 9

Name: \_\_\_\_\_

Anytime it says email to your teacher, use \_\_\_\_\_

**LW9.1 Assess one's own abilities to seek, obtain, and/or create work through researching successful strategies and applying them to ones' own life.**

Login to <http://myblueprint.ca/>

Scroll to the bottom and select "resume and cover letter"

What is a resume?

Select "guidelines and tips". Read through this section. How many tips do they provide for you? \_\_\_\_\_

How many sections are stated that a resume can have? \_\_\_\_\_

Select "back to resume"

EMPLOYABILITY SKILLS to consider:

- Ability to manage and organize information
- Ability to problem solve
- Ability to work autonomously
- Adaptability and flexibility
- Communication (verbal and written)
- Computer savvy
- Creativity and innovation
- Decision making skills
- Goal orientation
- Honesty
- Interpersonal skills (relates well to others)
- Leadership and management
- Listening skills
- Negotiation skills
- Participation in projects and tasks
- Positive attitude and behavior
- Reliability
- Sense of responsibility
- Strong work ethic
- Teamwork
- Willingness to keep learning
- Work safety

## RESUME GUIDELINES

- Before you begin, think about what type of job you would like to apply for and shape your resume towards that type of industry
- Use action verbs to describe experiences. Examples: achieved, completed, developed, improved, learned, researched, supervised, etc.
- **Make sure your email address isn't inappropriate**
- NO spelling or grammar errors

Work through each of the links on the left hand side, filling in as much information as you can. Be sure to include your area code in your phone number. Save each section as you go through. Under many of the links, you can enter in more than one piece of information. For example, if you have had more than two jobs, you can "add" another one and enter both in. When you get to "skills and abilities" you can either write your own or choose from "add skills from list" link.

What was an extra curricular activity that you listed on your resume? \_\_\_\_\_

Why did you get involved in this activity?

What skills does this activity require?

What new skills have you learned?

How will this activity benefit you in your future or help you reach your goals?

When you have added in as much as you can, select the green "build resume" tab. Go through the links on the left, making sure you have everything you want. Select the green "layout" tab. Decide whether you like layout one or layout two and choose the green "export" tab. **Email this to your teacher** You can print it out if you would like to have a copy.

Now select the "cover letter" tab.

What is a cover letter?

Select "guidelines and tips". Read through this section. How many tips do they provide for you? \_\_\_\_\_

How many sections should a cover letter have? \_\_\_\_\_

Select “back to cover letter”. Imagine you are applying for the following job:

Cashier

Walmart

15<sup>th</sup> Ave E

Prince Albert, SK A1B 2C3

Attn: Jane Smith

Email: [jsmith@walmart.ca](mailto:jsmith@walmart.ca)

Work through the links on the left hand side to create a cover letter for this job. Save each section as you complete it. Select “preview cover letter”. If you are happy with what it says then you can “export cover letter”. If you want to make some changes select “back”. Once you have exported the cover letter, **email it to your teacher.**

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Scroll down to the bottom of the page and select “job finder”

You can enter in a type of job you would like and it will search and job opportunities posted at this time. Any occupation that you favored in earlier activities will be listed in the drop down menu and you can search for those jobs.

Type “cashier” into the search bar and hit “search”. It will list all job opportunities posted through this site. You can now filter your results by province – filter so we are only looking at postings in Saskatchewan. You can now filter to the city – select Prince Albert. You can see what jobs are posted for cashiers in our city. Click on one of the jobs and see what information is posted about the job.

Do you think this feature of myblueprint could be helpful for you? Why or why not?

If you are currently looking for a part time job and you would like to perform a search of interest, you may do so.

Another website for Saskatchewan is <http://saskjobs.ca/>. Open another tab on your computer and go to this site. Have a look through it and see how you can find a job that might suit you.

Can you think of any other sites that might help you find job postings? Google and see what you can find. List any sites that look like they would be helpful for you:

You can also still find job postings in the newspaper! However most companies will post online.

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## **ROLES IN THE WORKPLACE – BASIC STYLES OF WORKPLACE BEHAVIOUR\*:**

by Katrina C. Arabe

### **Commanders**

Curt and controlling, commanders don't waste time on niceties. While they don't mean to offend, they often forsake tact to get their point across.

Employers value commanders for their ability to overcome obstacles, to implement, and to achieve results.

### **Drifters**

Averse to structure, drifters often have trouble with rules, work hours and deadlines. They lose track of details and can neglect to see a project through to completion. While they're warm and affable, their disorganization can be off-putting. As superiors, drifters often fail to provide structure.

Employers value drifters for their innovation and creativity, their ability to improvise on a moment's notice, and their out-of-the-box thinking.

### **Attackers**

Ill-tempered and contemptuous, attackers can have a dampening effect on workplace morale. They tend to criticize others in public, believing themselves to be superior.

Employers value attackers for their ability to take on the ugly, unpopular assignments no one else has the mettle to do, and for their ability to make unemotional decisions.

### **Pleasers**

Considerate, sociable and friendly, pleasers rarely deny the requests of others and think of colleagues as extended family members. They have trouble coping with conflict, avoiding it as much as they can.

Employers value pleasers for the way they humanize the workplace, and for their helpful, collaborative work style.

### **Performers**

Witty, charismatic and outspoken, performers engage and entertain others in the workplace. They are skillful at promoting themselves, taking credit--even when it's not due--for successful projects and appearing to be in a rush to get important things done.

Employers value performers for their ability to establish new relationships, and for their persuasive and public speaking skills.

### **Avoiders**

Clinging to the status quo, avoiders shy away from increased responsibility because they fear it will make them more visible and accountable. Reticent and reserved, they thrive when working alone and establishing safe, closed-off environments. They do as they're told and do not take initiative.

Employers value avoiders for their reliability, for their meticulous attention to your instructions, and for getting the job done right the first time, every time.

### **Analyticals**

Meticulous, thorough and cautious, analyticals can get mired in details. When presented with a new idea, they tend to focus on the reasons why it will fail and should not be pursued. They feel compelled to check, double check and triple check their work for any inaccuracies.

Employers value analyticals for their commitment to accuracy, and for their ability to anticipate and evaluate risk far enough in advance allowing risks to be reduced.

**REFLECTION QUESTIONS:** Reflect on the “role” you play in a work environment by answering the following questions below

1. What role do you take on in the classroom? Explain with detail what actions made you connect with this role?

2. What role do you take on at work or in a club or an extra curricular activity? Is it different than the classroom? Why or why not?

3. What role do you take on at home? Is it different than the classroom? Why or why not?

4. Are you happy with the role you have in an area of your life? Why or why not?

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## **JOB INTERVIEWS**

### **IMPORTANT THINGS TO REMEMBER WHEN INTERVIEWING:**

- **Be prepared** – Devise questions you think you may be asked along with possible answers and remember to relate every answer to the job
- **Be knowledgeable** – Research the company website and any relevant news articles and have a full understanding of the position you applied for

- **Be proactive** – Prep a list of any questions you may have before you interview and make note of any questions that come up during the interview
- **Be punctual** – it is crucial to arrive at least 10 minutes early
- **Be professional** – dress professionally and maintain a professional attitude
- **Be positive** – turn every negative into a positive. E.g. not familiar with Microsoft Office and it's a requirement of the job? Tell the employer the truth but also let him/her know that you're a quick learner

**MOCK INTERVIEW – Imagine a job you would like. Now imagine you are at an interview for this job. Complete the following interview questions.**

**What is the job you are interviewing for:** \_\_\_\_\_

**STRUCTURING AN ANSWER:** Answer each question below by giving specific examples of what is being asked, don't make general statements.

E.g. Why are you a good team player?

I am a good team player because last year when my math teacher was away, I sat with the students who needed extra help and got them ready for the math test the following day.

1. Tell me about yourself? (E.g. I am a hard worker. I study very hard for school and as a result I am an A student)

2. How would a friend or teacher describe you?

3. Why should I hire you?

4. Describe your most rewarding experience in school.
5. If you were hiring for this position, what qualities would you look for?
6. What have you learned from participation in extracurricular activities?
7. What major problems have you encountered and how did you deal with it?
8. Tell me of a time where you experienced a conflict with a fellow worker or friend and how you resolved it?

9. What is your greatest weakness? What is your best strength?

10. Do you have any questions for us?

***You are now completely done outcome LW9.1 Please hand in completed handout to your teacher.***

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