



Career Boot Camp

Please make sure you print this guide and fill-in the information as you follow the PowerPoint Presentation.

This workshop and guide was designed specifically as a self-guided workshop, therefore the content and structure might be different than similar documents from an in-person workshop. Please contact Career Development Services if you have any questions regarding the information presented in this guide or workshop.

Slide 1: This workshop is a quick overview of the job search process including necessary documents, preparation, tips and tools to help students successfully locate employment post-graduation.

Slide 2: Learning Objectives

Slide 3: Workshop Agenda

Slides 4-6 What is a Resume?

List your top 5 skills, accomplishments or ability

How do you stand out from other applicants?

What part of your resume is relevant to the position you are applying to?

Slides 7-8 Components of a good Resume - Create 1-2 Objectives:

Seeking the _____ position at XYZ Company where I can utilize my skills and experience in _____ to assist/improve/create _____.

Slide 9 Summary of Qualifications Create 1-2 Summary of Qualification statements (different from Accomplishment Statements):

Slides 10-11 Accomplishment Statements Create 1-2 Accomplishment statements (goes under work experience)

Secure **(action verb)** new clients **(object)** by cultivating and maintaining relationships **(demonstration)** with high-profile studio agencies and network executives resulting in **(results)** 100K in new business revenue increase per year.

Slides 12-14 Things to keep in mind.

What changes do you need to add or remove from your current resume? _____

Slides 15-16 Cover Letter – What are appropriate cover letter topics to cover?

Select one skill you would like to emphasize _____

Select one topic about the organization you would discuss _____

Slide 17 References & Letter of Recommendation – Consider 2-3 Professional References (Supervisors & Faculty)

What information would be helpful to provide your references to prepare them for a reference check? _____

If you are choosing a letter of recommendation, why do you think this is better than a reference? _____

Slide 18 Basic Job Search Strategy – Complete the following checklist:

- ☐ Create Dolphin CareerLink Profile
- ☐ Download Resume Handbook
- ☐ Create A Resume
- ☐ Create A Cover Letter
- ☐ Create A References Page

Slide 19 Research Companies

Candidates with experience:

What types of employers interest you? _____

Write Down Skills you believe are desirable in your field. _____

Candidates with little or no experience:

Who would you like to conduct an informational interview(s) with? _____

What skills would you like to gain from an internship? _____

Slide 20 Search Plan

Questions to think about/ask yourself...

How many hours are you willing to dedicate to your **job search** per week? What will you spend this time doing? _____

Slide 21 Employer Advice

What do you need to do to be prepared in your job search? _____

Slides 22-23 Proactive Job Search

What is the hidden job market? _____

Slide 24 Active Engagement - Research

How will you actively engage in a proactive job search? _____

How would you answer an employer's question "Why do you want to work at XYZ company?" _____

Slide 25 Market Yourself

How do you define professionalism? _____

Slides 26-27 Networking and Tips For Success

What are different ways of networking you will utilize from the diagram to follow-up and stay connected with new contacts?

How do you maintain a positive attitude, should your search last six months, one year or even longer?

Slides 28-29 Interview Preparation

Preparing for the Interview: Know the Organization

What information will you research about the organization you want to work for?

How might you answer the question: What do you know about our organization?

Slide 30 Preparing for the Interview: Top 10 Skills Employers Seek

Try transferring a few skills mentioned on the top 10 list (ex: Developed and presented a PowerPoint on office policies and procedure changes to 40-50 employees)

Slides 31-32 Preparing for the Interview: Find out...

How will you prepare for your next interview?

Slides 33-35 Professional Attire

What clothes will you wear to your next interview?

Slides 36-37 Interview Process: What to bring?

Complete the following checklist:

- ☐ Professional Portfolio with a notepad
- ☐ Pen or pencil to take notes
- ☐ Printed copies of your resume
- ☐ Separate copies of your references
- ☐ A list of questions to ask
- ☐ A positive attitude

Slide 38 Interview Process: First impressions

What might your interview preparation routine look like?

Slides 39-40 Interview Process: During the interview

Practice the CAR method with the following behavioral question: Tell me about a time you had a difficult customer?

Slide 41 Arsenal of Accomplishments

Practice the strategy of using your accomplishments to answer one of these questions:

Tell me about yourself? _____

Why Should I hire you? _____

Why are you qualified for this position? _____

Why do you want this job? _____

Follow-Up

What will you write in your thank you note?

What can you do to make your thank you note a value added letter?

Things to do next...

- ☐ Visit Drop-In Career Counseling
- ☐ Talk to Faculty about your Career Interests
- ☐ Revise and edit all the documents in Slide 18
- ☐ Attend a Networking Event within ____ days
- ☐ Develop a proactive job search strategy
- ☐ Attend Career Fair within ____ days
- ☐ Research companies related to your career interests
- ☐ Attend Graduate School Fair within ____ days
- ☐ Create your LinkedIn Account