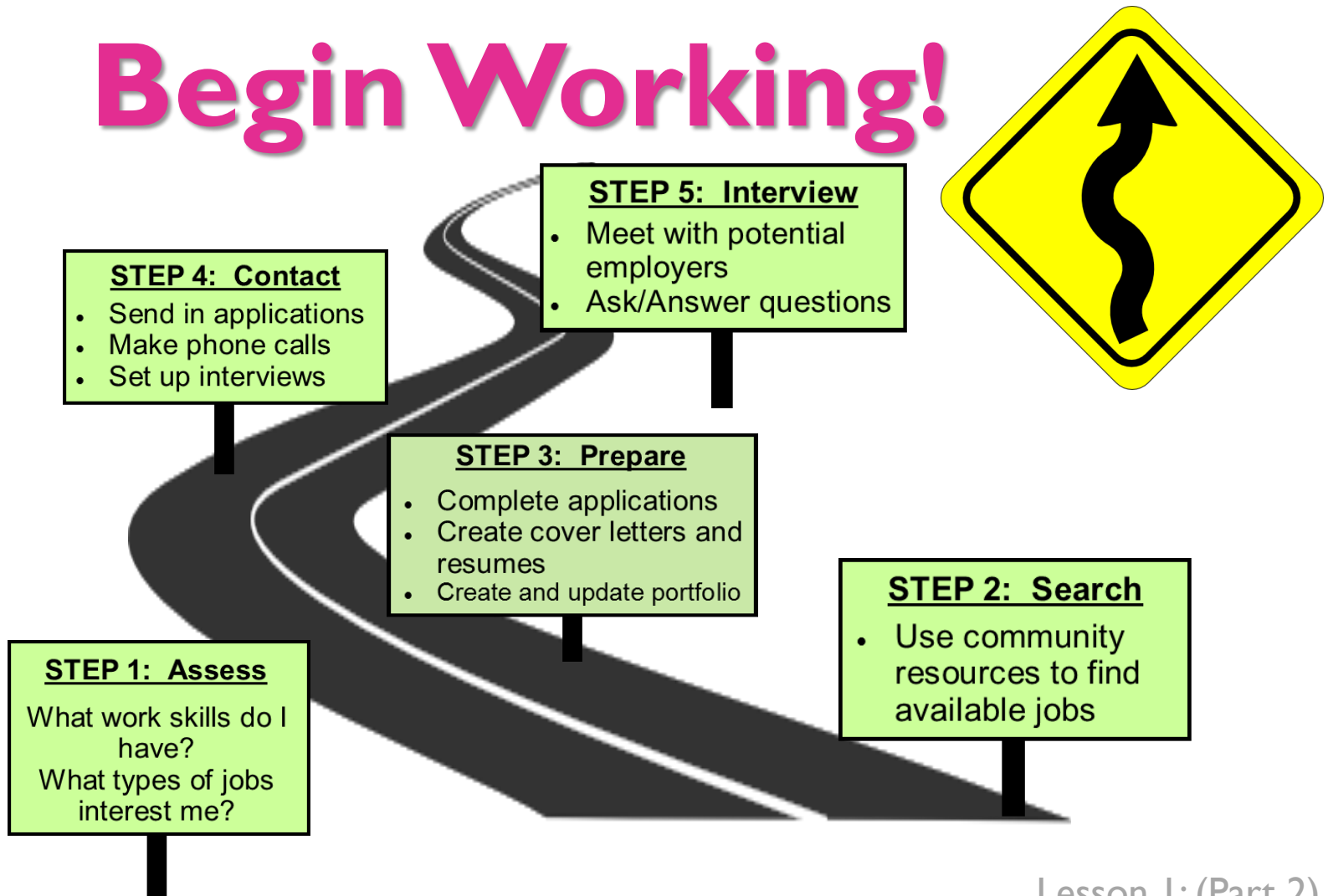


THE ROAD TO EMPLOYMENT

UNIT 5

Journey to a Job

Begin Working!



Building My Resume

Personal Skills

A personal skill is something that you can do well in an area of interest. Here are some examples:

Dancing



Singing



Art



Building My Resume

Work-Related Skills

A work-related skill is something you do well that will help you do your job better. Here are some examples:

Organized



Works well with others



Responsible



Building My Resume

What is being advertised?



Building My Resume

What is being advertised?



Building My Resume



My 30 Second Commercial

It's time to advertise YOURSELF. Fill in the blanks below to tell others what you have to offer.



Hi! My name is Amber Lee Johnson.

You've never met anyone like me! I am friendly,
hardworking, and responsible.

You can count on me to complete any task to
the best of my ability.

If you're looking for someone who will take their
job seriously and be at work on time every day,
than I'm the one for you!

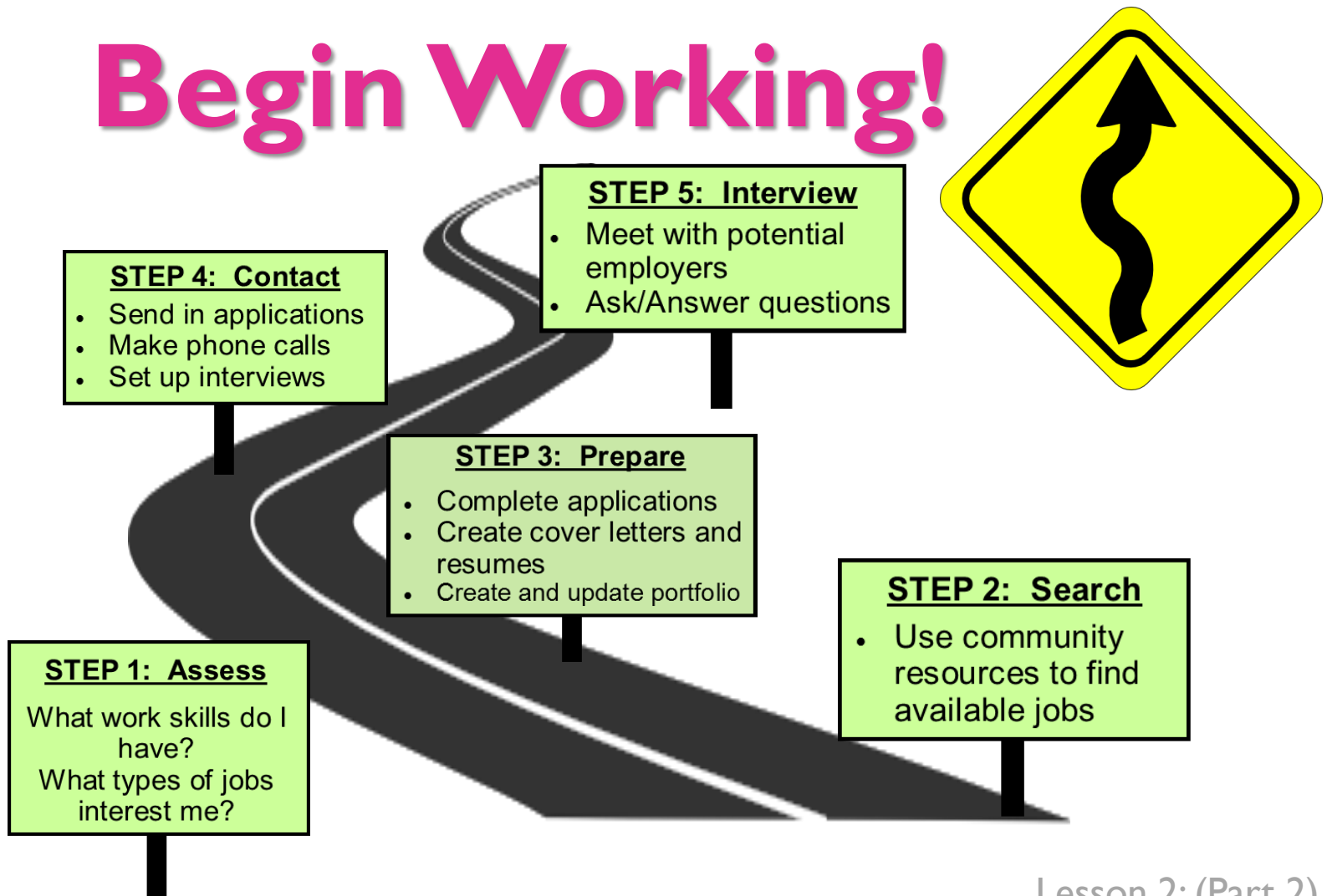
Building My Resume

My Recommendations:

Name/Relationship	Recommendation Quote:
Karen Smith/ neighbor	Amber is very friendly to everyone she meets.
Robert Tomlin/ family pastor	Amber does a great job assisting our Sunday School program
James Harper/ former teacher	Amber is a hard-working. She takes her time to make sure a task is done correctly.

Building My Resume

Begin Working!



Building My Resume

What's the first you think or feel
when you see...



Building My Resume

What's the first you think or feel when you see...



Building My Resume

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when you see...



Building My Resume

Creating First Impressions:

First impressions are the first thoughts and feelings you have about someone or something.

You usually don't know much about the person or thing before making your first impressions.

Building My Resume

Your First Impression: Your Resume



A **resume** is a summary of your skills and abilities

Employers will read a resume to decide if an applicant is a good match for a job.

Your resume will be the first impression that you make on an employer.

Creating My Portfolio

Portfolios:

A portfolio is a collection of documents and artifacts that showcases your talents and skills. Potential employers often look at a person's portfolio during the interview process.



Creating My Portfolio

Two Types of Portfolios



Binder
Portfolios



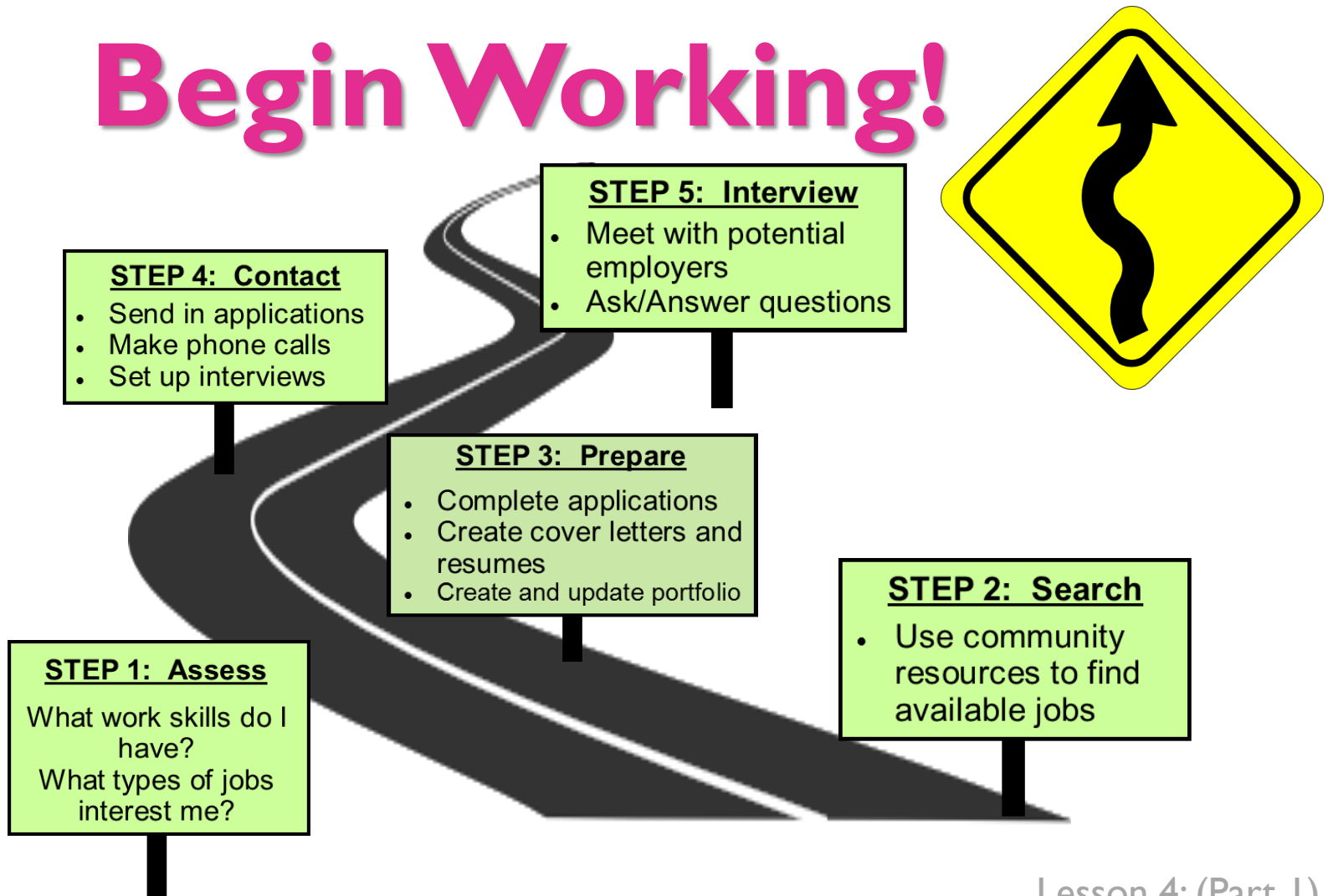
Online Portfolios



Click the image above to explore an online portfolio.

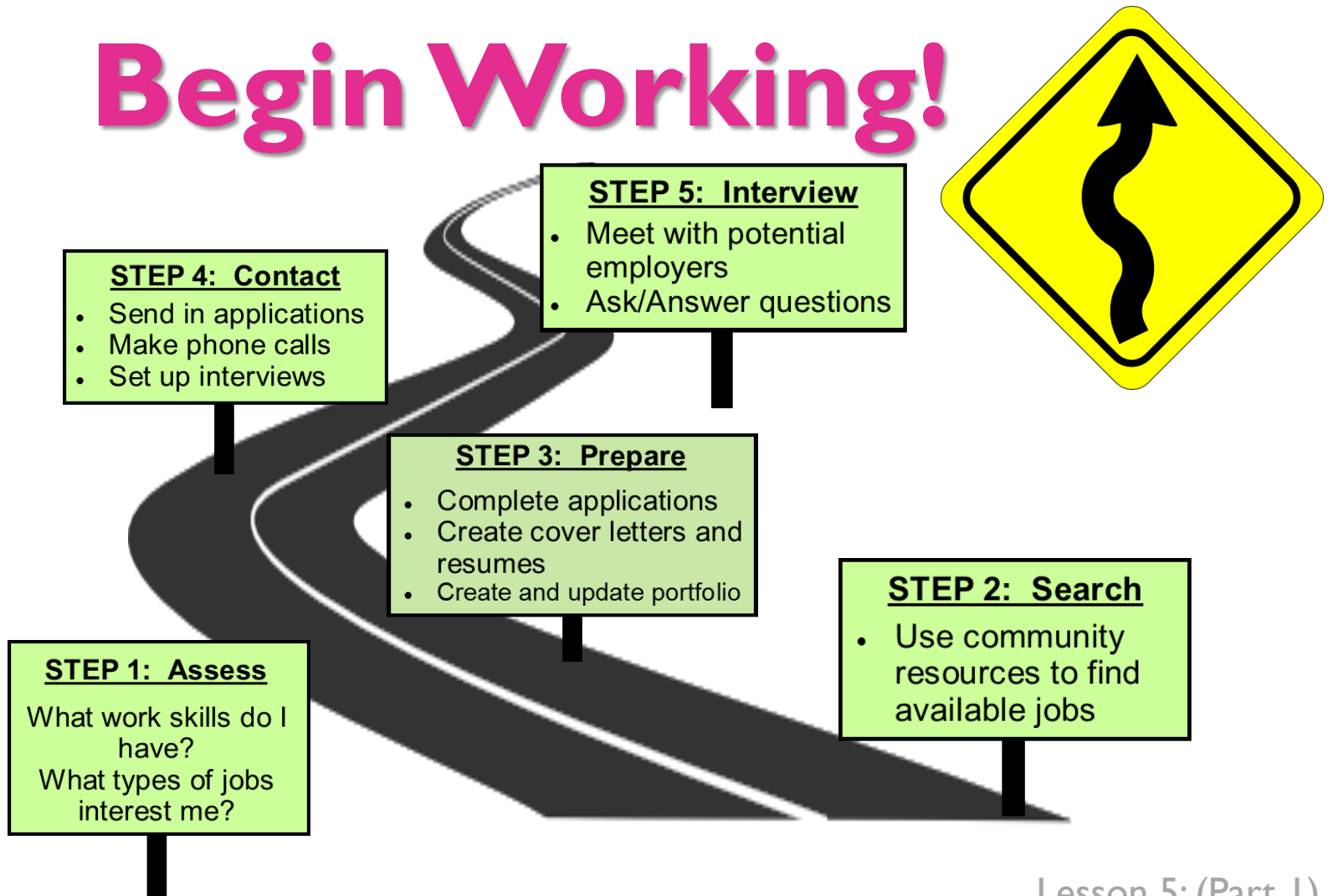
Completing Applications

Begin Working!



Preparing for an Interview

Begin Working!



Preparing for an Interview

An **interview** is a “getting to know you” meeting between the employer and the applicant.

In an interview, the employer will ask questions to see if the applicant would be a good fit for their company.



Preparing for an Interview



trimmed haircut

clean shaved

warm smile

formal dress

prepared

Preparing for an Interview

Dressing for Success



Preparing for an Interview

Common Interview Question:



Why do you want to work for this company?

Why are you interested in this job?

Preparing for an Interview

Common Interview Question:



Tell me about yourself.
Why should we hire
you?

Preparing for an Interview

Common Interview Question:



How well do you work
under pressure?

Preparing for an Interview

Common Interview Question:



What do you feel are your greatest strengths?

Preparing for an Interview

Common Interview Question:



What five words would best describe you?

Preparing for an Interview

Common Interview Question:



Are you a team player?

Preparing for an Interview

Common Interview Question:



What specific goals do you have for your life?

Preparing for an Interview

Common Interview Question:



What are your weaknesses or the areas you would like to improve?