Career Planning Steps

CAREER PLANNER

The LWTech Employment Resource Center in W207 can help!

#1 FIND OUT YOUR STRENGTHS AT CAREER CHOICE WORKSHOP

#2 CREATE YOUR RESUME

#3 SIGN UP FOR HIRE LIONS JOB ALERTS

#4 GET HELP WITH JOB SEARCH

#5 PRACTICE INTERVIEWING

#6 SET UP LINKEDIN ACCOUNT & CONNECT WITH OTHERS

#7 GET A WARDROBE VOUCHER FOR PROFESSIONAL INTERVIEW CLOTHING

GET YOUR DREAM JOB!

Contact the LWTech Employment Resource Center to schedule an appointment:
Phone: (425) 739-8113 Email: Job.Placement@LWTech.edu
Mock Interview, Resume Development, Job Search, Career Exploration, LinkedIn Profile Development, Cover Letter Assistance

What is a Resume?

1. A resume is a self-marketing tool for finding a job, internship, or making a career change.

2. It's designed to convince a potential employer to offer you an interview.

3. It's a well-structured, easy to read, concise presentation of your qualifications for the job.

4. There are three types of resumes: Chronological, Functional, and Combination. **Chronologica**l resumes: list dates in order with experience and lists job titles, good for those have consistent work history; **Functional** resumes: omit some dates, highlights skills, good for career switchers, helps disguise gaps in employment. The **Combination** resume is a mix of both.

Resume Components

Contact Information

- Includes name, email and phone number.

- Name stands out – bold, larger font (14 or 16 size) is OK

- Usually your "legal name" used, but can be a shortened name because the resume isn't a "legal document." It's a marketing tool.

- May include address, maybe not. May include city, state, maybe not. Use your judgment.

- May include LinkedIn URL, portfolio links. Make sure URL's are appropriate.

Profile/Summary/Headline

- A brief sentence or sentences that tell the employer what job you are seeking and why you are a good match.

- It should be short, can be fragments (not full sentences), and highlights how you match the job. Can include data, dollars, and percentages to show achievements.

Education

- Full name of university.

- Location (City, state).

- Official name of degree (Bachelor of Applied Science or Associate of Applied Science).

- Can leave off graduation year if more than 20 years old to avoid ageism.

- Can list "Expected Graduation: May 20XX" if in future and still in college.

- May include: study abroad, relevant coursework, honors (Dean's List, President's List), GPA if above 3.5.

- If you didn't graduate or finish the degree, but spent significant time there, you can list the college, degree, and put the amount of credits total and the amount you earned. Example: "85 of 100 credits earned."

Skills

List technical skills (can use the online college catalog for your program – this can be software used and concepts. Examples: Case Management, Multicultural Counseling, Excel, PowerPoint, AutoCAD, Phlebotomy) and list soft skills (communication, customer service, team player, collaborator, analytical). Consider adding additional languages, if fluent, and it would be an asset to the employer. Examples: Fluent in Spanish, Conversational Spanish

When you put a skill in the Skills section, be ready to "prove" that skill in the Experience section when possible. If you put Excellent Customer Service in the Skills section, give an example under Experience in a volunteer/employment capacity. You could prove it by listing an award you received for providing excellent customer service or that you received 5 out of 5 stars in a customer satisfaction survey.

Experience

- Name and location of employer (City, State)

- Job Title

- Dates of Employment: Start/end dates – 7/20XX-10/20XX

- Focus on relevant experiences and include transferrable skills.

- Doesn't need to be "paid" experiences: Internships, Volunteer, Community Service.

- Can put "seasonal" if something you do often and not put in dates.

- Accomplishments – these "prove" the soft skills you listed.

- Use action verbs. (Led, managed, developed, responsible for, created, implemented, transformed…)

- List awards and achievements.

- Use correct verb tense. Managed (past job) versus Manage (current job).

- Most recent or most relevant job listed first.

Other Possible Categories

- Military Service (rank and assignment)

- Industry conferences attended

- Certification and licenses (examples: WABO, CNA license, HIV/AIDS Training, CompTIA A+)

- List relevant industry associations (examples: SHRM, Toastmasters, American Culinary Federation)

Resume Best Practices

Keep Records

Gather and organize your employment history information. Keep a file of awards, education, transcripts, continuing education classes, volunteer activities, and employment. Pick and choose which items are relevant to the job.

Be Aware of Applicant Tracking Systems

Many companies, especially large ones, use application tracking systems (ATS). You need to update your resume using the exact keywords found in the job description for each job so the ATS will pick up your resume as a match. 99% of Fortune 500 companies use ATS.

TIP: Get up to five free scans to see if your resume will pass the ATS by copy/pasting your resume and the job description to jobscan.co. If it meets 85% it will most likely pass through an ATS successfully, but it if doesn't, the Jobscan tool will tell you what words to add.

Pay Attention to Formatting

- Make sure your resume and your cover letter have the same font type.

- Create your resume in Word and edit it in Word. When ready to send to the employer, save it and send it as a PDF version to lock the formatting in place. (Otherwise, the employer's version of Word could compromise the formatting.)

- Font: Traditional options - Times New Roman, Cambria, Calibri, Garamond, Georgia

- Font: Innovative options - Arial, Calibri, Helvetica, Tahoma, Verdana

- 11-12 point in general, name/contact can be larger: 14-16 point. Section headers (Education, Experience) can be larger, too.

- One page is best, can be two if more experience or applying for management/director opportunities or higher education (professor) positions. Most employers only spend 8 seconds looking at your resume and one page is easy to read quickly.

- Some white space on top/bottom/sides is good. It's easier to read.

- Save Resume title for the specific job so you know what you sent to whom: Your.NameResume_CompanyABC

Where to Find Resume Templates

1. Google Docs Resume Templates: If you're in Google Docs, click "Template gallery" in the upper right-hand corner and scroll down to "Resumes."

2. Microsoft Word Templates: Open Microsoft Word, go to File, New. Type in "resume" in the search box. Click the resume template you want to use. Click "create" to open the template in Word.

TIP: Don't put your picture/photo in the template (discrimination issues) and be careful with color. Use the appropriate template to match your industry. Is your industry considered artistic, formal, industrial, conservative, innovative?

3. Jobscan.co: These resume templates are formatting to make it easier to get through Applicant Tracking Systems. Go to Jobscan.co and scroll to the bottom of the webpage to find the "Resume Templates" link.

Your Name

999-999-9999

youremail@email.com

Seeking a recreational, coaching, or personal trainer opportunity in sports industry. Three years of experience working with youth to increase athletic performance. Proven results using visualization methods, strategic practice plans, and positive reinforcement.

Skills Summary

- Experience working with youth as a coach and referee
- Fitness Specialist/Personal Trainer, Associate's Degree – in process
- 8 years of soccer league participation, achieved ABC Varsity team status
- Reliable, inspiring role model for youth, encouraging and motivating techniques
- CPR/AED and First Aid Certified, fluent in Spanish

Education

Fitness Specialist/Personal Trainer, Associate of Applied Science Degree
Expected graduation 20XX
Your College, City, State
GPA: 3.6, Dean's List, President's List
*Coursework includes designing, leading, and teaching 120 hours
of Kick-Fit group exercise classes to 25 participants in fitness studio*

Experience

Youth League Referee   City, State   09/20XX-ongoing
ABC Association - Volunteer
- Responsible for applying Youth League Soccer regulations and application to league play
- Awarded *Outstanding Referee* certificate for making consistent and fair calls
- Remain calm while working under pressure and explaining regulation guidelines

Junior Coaching Staff   City, State   06/20XX-09/20XX
ABC Soccer Camp, Inc.
- Led team drills, demonstrated proper technique, and coached skill groups
- Ensured equipment was in good repair and accounted for – inventory tracking
- Modeled leadership, encouraged and motivated participants

Courtesy Clerk   City, State   06/20XX-09/20XX
ABC Grocery Store
- Assisted with take-out while being friendly and efficient and bagged groceries
- Received 5 out of 5 stars for performance on customer satisfaction surveys

Your Name
999-999-9999 youremail@email.com
Add Portfolio link or LinkedIn link

Profile

Candidate in final year of **Computing and Software Development** applied bachelor of science degree seeking internship opportunity. Courses completed include QA methodologies, System Analysis and Design, and Algorithms and Data Structures. Track record of building and managing successful teams while promoting a positive work environment.

Skills

- Java
- JavaScript
- Algorithms

- SQL
- Technical Writing
- Team Player

- Quick Learner
- Team Collaboration
- Project Management

Education

Your College, City, State
Bachelor's degree of Applied Science, Computing and Software Development, GPA: 3.6
Expected Graduation: 6/2020
Dean's List, President's List, Put Club Involvement here if applicable

Experience

IT Project Name, LWTech, Kirkland, WA   6/1/20xx - 9/1/20xx
Lead Programmer /Project Manager – group project
- Collaborate…give example to "prove" team collaboration skill listed above
- Created solution by…give example to "prove" problem solver skill listed above
- Developed…(include software used that's listed above)

ABC Company, City, State   xx/x/2011 - x/xx/2017
Your Title Here
- Received Employee of the Month award for performance twice in six years
- Streamlined processes to manage costs and save company money (put amount here)
- Collaborated cross-functionally with global and local internal departments
- Created motivating competitions for employees to build team morale
- Maintained clean and organized workspace to ensure safe work environment

Your Name

Certified Nursing Assistant

Youremail@email.com

999-999-9999

Professional Summary

Reliable, caring **certified nursing assistant** with three years of experience caring for elderly and vulnerable adults. Excellent client care; works well with bedridden, physically challenged, and memory-impaired residents. Friendly and compassionate, with excellent interpersonal communication skills.

Skills

- Comfort and motivate patients
- Assist with personal hygiene
- Provide assistance with meals
- Ensure residential room sanitation

- Comply with OSHA and HIPAA
- Able to pass physical and TB tests
- Excellent attendance record
- Follow direction of nurses

Education

Your College, City, State
Certified Nursing Assistant certificate (year earned)

ABC Hospital, City, State
Dementia & Alzheimer's support and education course (January 2018)

Licenses and Certifications

● Washington CNA License in good standing   ● CPR/BLS/AED Certified (expires June 2023)

Experience

Certified Nursing Assistant, ABC Company, City, State

- 3+ years' experience caring for patients. Commended for excellent attendance record.
- Offered conversation and companionship to long-term care residents while establishing and maintaining positive patient relationships.
- Received *Outstanding Team Player* award for organizing *Day of Care* event.
- Strict compliance following safety and sanitation protocols; developed cleaning schedule documentation tracker using Excel to ensure patient and facility safety regulations were met.

Your Name

999-999-9999 youremail@email.com
YourLinkedInURLHere

PROFESSIONAL SUMMARY

(Insert title here - Software Developer, Process Manager) with ten years of technology experience focusing on servers, storage, and business continuity solutions seeking consultant opportunity at ABC Company. Experienced in strategic use of cloud computing on premise platforms and storage. Technical leadership in evaluation, selection, and deployment of emerging technology.

ACHIEVEMENT HIGHLIGHTS

- Selected to XYZ Company's Top Talent program (top 4% of company) in 20xx.
- Primary lead in the successful migration of 10,000 clients from NetBackup to Azure.
- Recognized for leadership and guidance in Agile/SCRUM methodology adoption.
- Commended for process, documentation, and automation improvements.
- Designed 300,000 mailbox email platform that provided 100% uptime for 4 years.
- Successful Six Sigma design and global deployment of Exchange multi-node clusters.
- Received award for negotiating $1.2 million in savings for email platform.

EXPERIENCE

Your Title, (Specialized Department Name) ABC Company, City, State 10/20xx- present
  ➢ Research and development of strategic roadmap and team direction.
  ➢ Team lead in the design and migration to ABC software.

Your Title, (Specialized Department Name) ABC Company, City, State
  ➢ Led global design and deployment of ABC Software, Social Computing platforms.
  ➢ End-to-end responsibility for server and storage equipment during 10-year timeframe.

EDUCATION

Bachelor's degree in ABC Area of Study, University of ABC, City, State
Continuing Education courses in XXX Software, Cloud Computing (2018)
LinkedIn Learning Courses/Certificates: *List them here and the dates if recent*
Conferences/Workshops: *Attended ABC Symposium, TED Talks participant, ABC Workshop*

What is a Cover Letter?

- It's a letter to the employer highlighting your key accomplishments and how you match the job.
- It's an opportunity to express **your motivation and your enthusiasm** for that particular company and job. It answers the question, "Why are you applying for this position at this company?"
- It demonstrates your writing skills and how your skills and background can help the employer.
- Not all companies ask for cover letters anymore. Read the job posting and follow the application instructions. If they say "cover letter optional" then provide one to show you put in extra effort.

What makes a cover letter stand out?

- No spelling or grammar errors. Make sure you customize it for each employer and **change all employer name references** if you are using a template.
- Never include negative information. Lead with your strengths.
- Address it to the person who can hire you, if you have that information. Often, the job posting will give you the contact person or contact team. If not, research the company online (their website or LinkedIn site) and find a contact if possible. If you can't find anything, you can use, "Dear Hiring Team" or "Dear Human Resources Department" or "Dear _____ (company name/division)."
- If you know someone at the company (check LinkedIn/check with friends/family) ask if you can include their name in the cover letter as a referral.

Tip: Match your resume font type/style to your cover letter font type/style. Keep the cover letter short – it should only be one page.

COVER LETTER TEMPLATE

Your Name

Youremail@email.com
999-999-9999

Date

Individual's name if you can get it (Look on LinkedIn, Company's website)
Individual's Job Title
Name of Organization
Street Address
City, State Zip Code

Dear_____, (person's full name, or company name, or "Hiring Manager and Team")

First Paragraph: Name the specific position or type of work for which you're applying. Mention how you discovered the opening. If you were referred by a person to the company, put that name here. (Match your font type and font size to your resume. 12-point Calibri or 12-point Times New Roman or 12-point Arial are good choices.)

 Second Paragraph: Explain why you're interested in working for this particular employer. Content ideas: Specify how you fit this position, include something special or unique about yourself that will benefit the employer – think about how you stand out from your peers. Include your motivation toward this career path or toward the specific employer. You can also mention professional achievements in this section. Research the employer and put something you have in common with them – you share the same values, you identify with their mission statement, you are working on a research project related to their recent post on LinkedIn, etc. Remember, the reader will consider this an example of your writing skills.

Third Paragraph: Indicate you'd like to meet with the employer to discuss the opportunity further, show them your portfolio, learn more about their needs and how you can help. Finally, thank them for their time.

 Sincerely,

Your name typed

Your Name
999-999-9999 youremail@email.com
YourLinkedInURLHere

Date

Person's Name (if you have it)
Person's Title (if you have it)
Company Name
Street Address
City, State Zip Code

Dear Mary Powers and XYZ Company Hiring Team,

My background matching clients to the best products for their business over the last 4 years would be a great fit for the **Executive Assistant** opportunity posted on your website. I enjoy helping companies of all sizes improve their business practices. ABC Company recently awarded me an Innovation Award for my work on accessibility access in the Customer Relations department.

My qualifications include:

- 4 years of experience working directly with the management team and responsibility for creating detailed monthly reports for success measurements/metrics.

- 2 years of experience successfully working with Fortune 500 accounts.

- Expertise with Microsoft Office Suite including Word, Excel, PowerPoint, and Access.

Please contact me to schedule an interview so we can meet and discuss this opportunity further. I look forward to learning more about the team and how I can contribute to the overall success of (insert company, non-profit, agency, corporation name here). Thank you for your time and consideration!

Sincerely,

Your name typed