

# JOB READINESS AND RESUME TIPS

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## WHAT IS JOB READINESS TRAINING?

It is training a participant receives to prepare them to seek or obtain employment, and to keep their jobs once they are hired.

# TRAINING AND INSTRUCTIONS COULD BE:

- Preparing a resume or job application
- Preparing a cover and thank you letters
- Work focused career exploration
- Training in interviewing skills
- Training in effective job seeking
- Instructions in work place expectation

## 10 soft skills for job readiness



# 10 soft skills for job readiness

- Good communication skills
- Time management
- Problem solving attitude
- Assisting fellow workmates
- Ability to make presentations
- Confidence
- Having a strong work ethic
- Flexibility and adaptability
- Learning to take initiatives
- Ability to handle stress

# WHY IS IT IMPORTANT?

- Workplace readiness skills are important because they ensure workers have the basic academic, critical thinking and personal skills necessary to maintain employment. Academic skills such as reading, writing, basic math and communication skills are essential for optimal job performance

# Creating a desire for the work



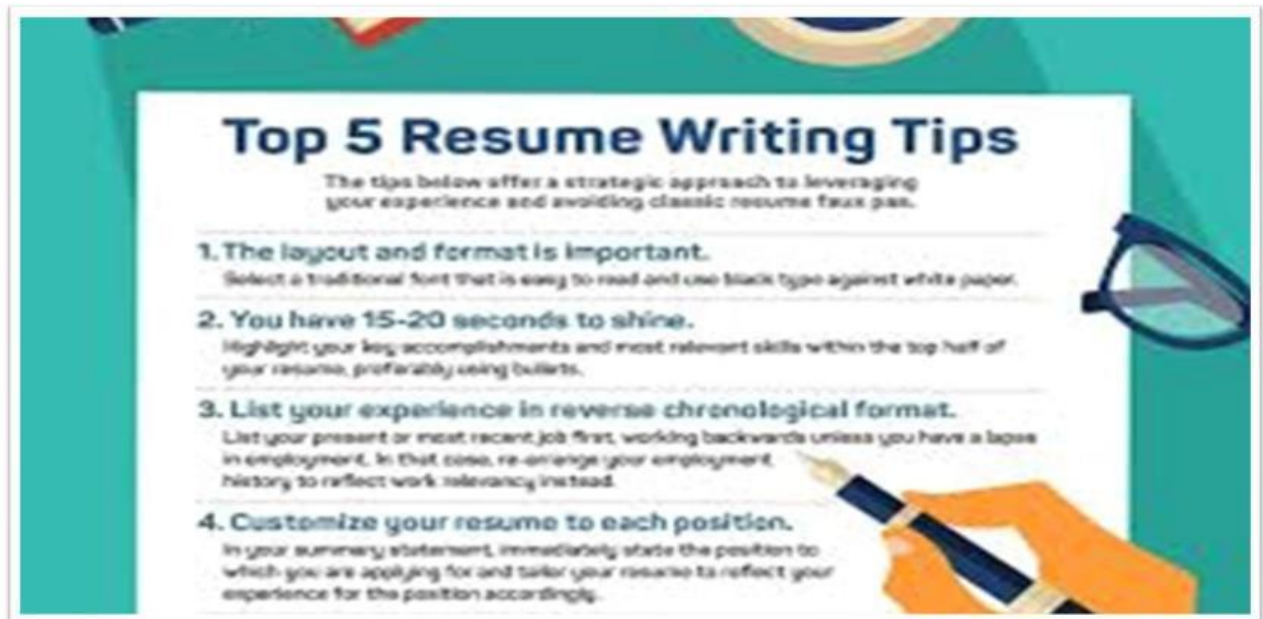
# RESUME WRITING TIPS





## Steps to write a resume

- [Choose the Right Resume Format](#)
- [Add Your Contact Information and Personal Details](#)
- [Start with a Heading Statement \(Resume Summary or Resume Objective\)](#)
- [List Your Relevant Work Experience & Key Achievements](#)
- [List Your Education Correctly](#)
- [Put Relevant Skills that Fit the Job Ad](#)
- [Include Additional Important Resume Sections](#)
- [Complement Your Resume With a Cover Letter](#)
- [Proofread, Save & Email Your Resume the Right Way](#)



## Top 5 Resume Writing Tips

The tips below offer a strategic approach to leveraging your experience and avoiding classic resume faux pas.

- 1. The layout and format is important.**  
Select a traditional font that is easy to read and use black type against white paper.
- 2. You have 15-20 seconds to shine.**  
Highlight your key accomplishments and most relevant skills within the top half of your resume, preferably using bullets.
- 3. List your experience in reverse chronological format.**  
List your present or most recent job first, working backwards unless you have a lapse in employment. In that case, re-arrange your employment history to reflect work relevancy instead.
- 4. Customize your resume to each position.**  
In your summary statement, immediately state the position to which you are applying for and tailor your resume to reflect your experience for the position accordingly.

# Use a template

- Using a resume template as a starting point allows for personal customization on a predesigned platform. Add your information to the resume template, then tweak it to highlight your skills and abilities.



## Choose a best font

- When formatting your resume, use a basic font that is easy to read, both for hiring managers and for applicant management systems. Google also favors the simple over the complex. Many fonts make your resume clear and easy to read while retaining your individual style.



# Put the most important and relevant accomplishments first

- Prioritize the content of your resume so that your most important and relevant experiences are listed first. Describe key accomplishments at the top of each position and quantify them if possible.



# Send resumes properly and with correct attachments

- When sending an email resume, follow the employer's instructions on how to submit your CV. The employer may want your resume attached to the email message and sent in a specific format, typically as a Word document or a PDF. *Always* follow what the employer specifies.



# Cover letter

## More tips on writing a good CV

- **Do**
- use positive language - when describing your work achievements use power "doing" words like "launched", "managed" and "improved". Quote figures if possible to back up your claims.
- use good quality paper - first impressions count!
- use a word processor on a computer - typed or written CVs won't impress
- include other skills that might be useful to an employer - driving, languages, IT skills etc