

M O D U L E

07

EMPLOYMENT

Find the right job for you and
thrive in your job.

Module 7
Section 3

APPLICATIONS & INTERVIEWS

Prepare yourself so you can stand out
and shine.

IN THIS SECTION YOU WILL:

Understand the importance of preparing for an interview.

Find out tips on how to fill out an application and make a resume.

Discover how to make sure your resume or application gets through an Applicant Tracking System.

Explore ways to increase your chances of having a successful interview.

APPLICATIONS & INTERVIEWS

Job applications

Finding a job can be exciting! It's like a big adventure where you get to show off your skills and find a place where you can learn and grow. But before you can start your adventure, you need to fill out a job application.

First, read the instructions carefully. Make sure you understand what they want you to do. Follow all the rules about how long your answers should be and what kind of information they need.



Next, make your resume and cover letter special. Think about the job you want and make sure your resume and cover letter show how your skills and experiences are perfect for that job.

Use words from the job posting in your resume and cover letter. This will help computers find your application and show that you really understand what the job is about. This will help your resume or application pass through any Applicant Tracking Systems (ATS). Make sure you have sections in your resume that include -Skills, Experience and Education.

Always tell the truth about your skills and experiences. Make sure all the dates, job titles, and things you did are correct.

Before you send your application, check it carefully. Look for any spelling mistakes, grammar errors, or punctuation problems. It's a good idea to ask someone else to look at it too, just in case you missed anything.

When you talk about your achievements, use numbers to show how great you are. For example, you could say "I increased sales by 20%."

Make sure you fill out every part of the application. If something doesn't apply to you, write "N/A" (not applicable) instead of leaving it blank.

Use a professional email address when you apply for a job. This will show that you are serious about getting the job.

Finally, make a list of people who can tell the company about how great you are. These are called references. Let them know that the company might call them.

Once you've sent your application, you might get an interview! This is your chance to show the company how amazing you are.

Interviews

Before your interview, learn as much as you can about the company. Find out what they do, what they believe in, and what's new with them. Be ready to tell them why you want to work there.

Make sure you understand the job description and how your skills and experiences fit with it.

Practice answering common interview questions. Think about how you would answer questions like

- "Tell me about yourself,"
- "What are your strengths and weaknesses?" and
- "Why should we hire you?"

When you answer questions about what you've done in the past, use the STAR method. This means: telling a story about a **Situation**, the **Task** you had to do, the **Action** you took, and the **Result** of your actions.

Dress nicely for your interview. Choose clothes that are professional and fit the company's culture.

Bring extra copies of your resume, your list of references, and any other important documents.

Arrive at the interview early. Aim to get there 10-15 minutes before your appointment.



Show the interviewer that you are excited about the job and the company. Be positive and enthusiastic!

Ask the interviewer questions about the job, the team, and the company culture. This shows that you are interested and want to learn more.

After your interview, send a thank-you email within 24 hours. Thank the interviewer for their time and say that you are still interested in the job.

By following these tips, you can make a great impression and increase your chances of getting the job!

How to make a great resume

You're a great person looking for a job. But how do you show off your skills and stand out from other people? The first step is to make a great resume. Let's learn how to make a resume that will help you get the job you want.

Step 1: Make it Easy to Read

Think of your resume like a story about your work. It should be clear and easy to understand. There are two main ways to write a resume:

- **Chronological Resume:** This is the most common type. You list your jobs in order, starting with the most recent job and going back in time. This is a good way to show how your experience has grown over time.
- **Functional Resume:** This type lists your skills first, and then gives examples of how you used those skills in your jobs. This is good if you've had different kinds of jobs or are changing careers.

We'll focus on the chronological resume. Keep it simple and clean. Let your work experience speak for itself!



Step 2: Make a Great First Impression

The top part of your resume is like a window into who you are. This is where you want to grab the reader's attention.

- **Contact Information:** Put your name, phone number, email address, and the city and state where you live. If you have professional social media accounts, you can include those too.
- **Professional Summary:** This is a short paragraph (2-3 sentences) that tells the reader what you're good at and what kind of job you're looking for. Make sure to change this part for each job you apply for.
- **Skills:** If you're applying for a job that needs special skills (like being a computer programmer), you can list those skills here. For other jobs, it's better to put your skills at the bottom of your resume.

Step 3: Show Off Your Work Experience

Now it's time to tell the story of your jobs.

- **List Your Jobs:** Start with your most recent job and go back in time. Include the company name, your job title, where you worked, and the dates you worked there.
- **Use Bullet Points:** For each job, use bullet points to describe what you did. Use 5 bullet points for your current job and 3 for past jobs.

- **Strong Action Words:** Start each bullet point with a strong action word, like "led," "managed," or "created." This makes your resume sound more exciting.
- **Numbers and Impact:** Use numbers to show how much you accomplished. For example, "increased sales by 20%" or "managed a team of 6 people." Also, explain how your work made a difference. For example, instead of saying "posted on social media," say "posted on social media to reach more customers and increase sales."

Step 4: Show Your Education

Tell the reader about your schooling.

- **Highest Degree:** List your highest degree first, including the name of the school, your degree, and your major if you have a college degree.
- **Graduation Date:** If you're still in school, put your expected graduation date. If you've been working for less than 3 years, you can also include your GPA.

Step 5: Add Extra Information

You can add more sections to your resume if you want.

- **Skills:** If you didn't include skills in the top part of your resume, you can add them here. Look at job descriptions to see what skills they're looking for.

- **Other Information:** If you have any special skills or experience that's relevant to the job, you can add a section for that. For example, if you're a writer, you could include a list of your publications.

Bonus tip: Use key words

When you apply for a job online, a computer program called an "Applicant Tracking System" (ATS) might read your resume first. This program looks for certain words (keywords) that match the job description.

- **Find Keywords:** Read the job description carefully and look for words that describe the skills and experience they're looking for.
- **Use the Same Words:** Use those same words in your resume. For example, if the job description says, "advanced Spanish proficiency," use that phrase instead of "fluent in Spanish."

Remember: Your resume is a story about your work. Make it clear, easy to read, and exciting. There are many templates online that are easy to use. Good luck finding the perfect job!

DISCUSSION QUESTIONS

- 1 Think about a time you had to work with someone you didn't know very well. How did you build a good relationship with them? What challenges did you face? What did you learn about working with others?
- 2 What are examples of things you could do to show you are listening to someone during a job interview and on the job? Why is this important?
- 3 What are some things you could do to make a good first impression at a job interview? Why are these things important?
- 4 What are some ways you can learn more about the company in which you are applying for a job? How can this information help you in an interview?
- 5 Why do you think it is important to be honest and accurate when filling out an application or making a resume?
- 6 What are questions you could ask in an interview that may be helpful for you to know or that will show an interest in the company?
- 7 Imagine you are applying for a job at a local store. What would you include in your resume to show the manager you are a good fit?

PRACTICE, ROLE PLAY, OR JUST MORE TO CONSIDER

1 Form teams of two or three people and practice interviewing skills. Select a job and description. One person plays the role of interviewing for a job while the other person does the interviewing. The third person observes and offers input at the end (about body language, mannerisms, speech, and answers to questions).

Make sure these common questions are asked:

- "Tell me about yourself,"
- "What are your strengths and weaknesses?"
- "Why should we hire you?"

Switch roles when done and offer feedback to each other to help improve skills.

2 Practice the STAR method when describing your work experience by telling about a situation, the task you had to do, the actions you took, and the results of those actions.

3 Think about how a person who is confident or enthusiastic looks and acts. What qualities do they show? Practice the actions and give feedback to each other.