

JOBS! JOBS! JOBS!

Are you ready for summer
or part-time employment?



RESUME TIPS

- Did you know that **80% of resumes are rejected in less than 11 seconds?**
- One page maximum as a youth; two to three pages if you have more experience.
- Create a bold header with easy-to-read fonts such as Arial, Tahoma, and Calibri.
- Font sizes: your name 16-20; headings 12-14; & body 10-12.
- Soft skills are in demand: Show; don't tell. For example describe 'Flexibility' (soft skill) by using keywords such as adapt, embrace, prioritize, develop, or being a quick learner. Example: Developed lawn care business in a local area with 5 clients.
- Write out words, e.g. Jan 2022 should be January 2022.
- Don't mess with the margins - white space is a good thing.
- Showcase your best but **NOT** all your skills.
- Read the job description; include keywords & skills in your resume.

*HIRED! HOW TO GET THE ZIPPY GIG
SHEILA MUSGROVE*

INTERVIEW TIPS

- Research the company & industry beforehand.
- Many interviews are online: continue to arrive early, dress respectfully and look at the camera.
- Give evidence of your skills & qualities.
- Consider asking them questions after your job interview: Examples such as:
 - If I get hired today, what is one piece of advice you have for me that helps me succeed here?
 - What does success look like when working here?
- Be polite and show appreciation for the opportunity.

COVER LETTER TIPS

- Tailor your cover letter to suit the job description.
- Consider describing your past through your education and experience, plus what you are presently doing, and what you hope to obtain in your future in your first paragraph.
- In the second paragraph, include your reasons for applying while focusing on the key skills that the job description entails and that you possess.
- One page maximum.

UMBC Cover Letter Tips 2022

PROOFREAD VERY CAREFULLY!

**CHECK OUT THE
WORK TRANSITIONS TAB
IN THE HS+ WEBSITE FOR MORE TIPS**



WAITING FOR ACCEPTANCE?

- If required, update your high school marks with your institution so they can reassess your eligibility. Diploma marks are available in myPass on Feb 10, 2023.
- Institutions vary on how they want marks submitted, so be sure to read carefully or contact the institution for their process.

**CHECK YOUR MYPASS
FOR FINAL FIRST
SEMESTER MARKS.
USE YOUR
PERSONAL EMAIL!**

