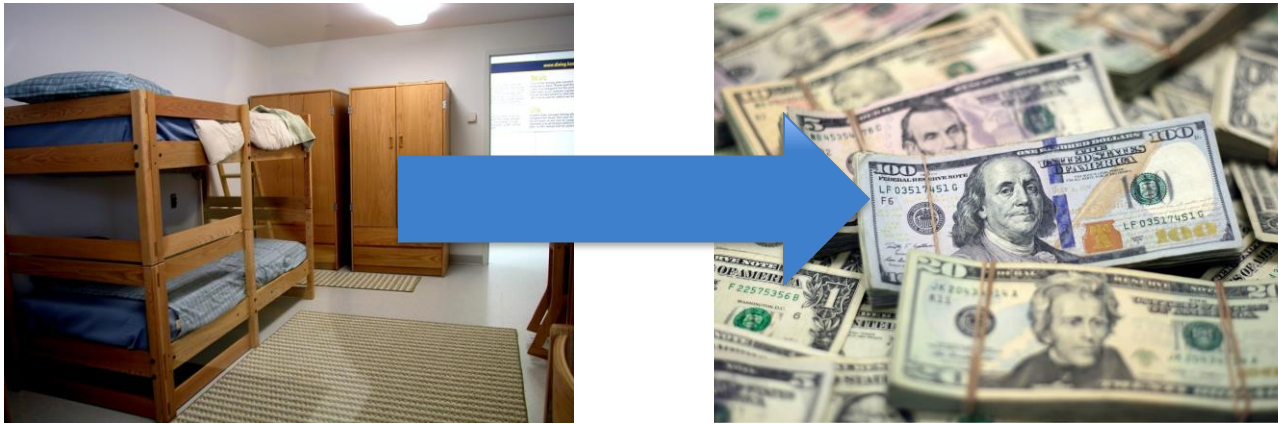


# Get a Job: From Dorms to Dollars



Essential Tips for Resume, Cover Letter,  
Job Search, and Interviews

Mrs. Reed/ Director of Career Development and Leadership  
WesWay Day 2024

# It's Game Time

## Let's Play OCDL BINGO



# OCDL BINGO

**100**

**Find the NCWU Student that matches the description**

**The first that wins 5 in a row wins!**

Has attended a career fair	Has volunteered in their community	Set career goals	Follow a company on Instagram	Update your social media profiles
Create a professional website	Set personal goals for the semester	Has attended a job interview	Join a study group	Work on a team project
Join a club or organization	Create a personal budget		Develop a new skill	Engage with influencers on social media
Understand the do's and don'ts of social media	Enhance your networking skills	Watch a company's promotional videos	Has a resume and cover letter	Learn a new language
Participated in a mentorship program	Learn about a company's products or services	Practice problem-solving skills	Explore career options with your major	Take a break from technology

# Agenda



Resume and  
Cover Letter  
Essentials



Job Search  
Strategies



Interview  
Tips and  
Techniques



Q&A



# Resume Essentials

## How to List Contact Information in Your Resume

**Mia Brown**  
Illustrator

**Personal Info**  
Address: Brooklyn, NY, 11215  
Phone Number: 451-125-1234  
Email: mia.brown@email.com  
LinkedIn: linkedin.com/in/mia-brown  
Website: miabrown.com

**Name**  
**Professional Title**  
**Relevant SoMe**

**Contact Information**

**1 Specific job title**

Alex Applicant  
999 Main Street, New York, NY 10001  
(123) 555-1234  
alex.applicant@email.com

**2 Objective**

**3 Years of experience**

**CAREER OBJECTIVE**  
Elementary teacher looking for a position at a small independent school, where I can apply my five years of teaching experience, STEM-oriented instruction, technology, and curriculum development skills to support student growth and success.

**4 Skills keywords**

**CORE QUALIFICATIONS**

**Objective/Summary**

**EDUCATION**

**RESUME WORDED UNIVERSITY**  
**Bachelor of Engineering**

Major in Computer Science; Minors in Mathematics and Psychology

Boston, MA  
Expected May 2019

GPA: 3.93/ 4.0

Relevant Coursework: Data Analysis, Software Engineering, Operating Systems, Algorithms

Exchange Program in London, England

University Name  
Degree Title  
Major and Minor  
City  
Graduation Date  
Achievements if relevant

**Education**

## How to List Work Experience on a Resume

**Work Experience**

**Computer Technician**  
Geeks on Site  
11/2017 - Present

- Handled support tickets with software and hardware vendors.
- Resolved technical issues and maintenance of STBs and LNBS of the Canadian Sky Television customers.
- Published 70 articles on the website.

Job Title  
Company Name  
Period Employed  
Responsibilities & Achievements

**Experience**

## HOW TO WRITE ABOUT SKILLS ON A RESUME

**SKILLS**

- Programming:** SQL, MATLAB, Java, Python (Pandas, scikit-learn)
- Project Management:** Jira, Confluence, Agile, Kanban
- Data Visualization:** Tableau, Metabase, Google Sheets, Salesforce
- Certifications & Training:** CFA Level II (2021)

Group skills by category  
Simple lists save space  
Skills must reflect the job description  
Qualifications show technical skills

**Skills**

**Additional Resume Sections**

- Skills
- Languages
- Volunteer work
- Hobbies and interests
- Projects and publications

**Additional Sections (certifications, volunteer work)**

# Cover Letter Essentials

## HOW TO WRITE A COVER LETTER

**1** **HEADER**

**JESSICA DANCER**  
jessica.dancer@email.email | (555)-444-3333 | Columbus, OH 43110

**2** **OPENING PARAGRAPH**  
*Grab the reader's attention*

Dear Mr. Morgan,

As a Content Writer with a passion for travel and literature, I was thrilled to see the Senior Content Writer position open up at BookFly. My past experience driving organic traffic by 23% YoY to the travel website, XTravel, would translate perfectly into the position's stated goals from the job description.

**3** **BODY PARAGRAPH 2**  
*Expand on your qualifications*

I have a passion for content creation and a deep understanding of the content cycle, from ideation to promotion. My years in the digital publishing world have crafted my ability to drive killer CTR and resonate with an audience. Not only did CTR jump by 2.1% in the months after I was brought on board, but it had a knock-on effect on social media engagement, which rose by 8% in the same time frame.

**4** **BODY PARAGRAPH 3**  
*Connect with the company*

I believe good content has its roots in good data. This is why while at Media Company I created a content-marketing dashboard to highlight KPIs like those mentioned above. The dashboard allowed us to take advantage of wins more rapidly and avoid repeating losses.

**5** **CLOSING PARAGRAPH**  
*Call to action and gratitude*

I thrive in a fast-paced environment and excel at creating structure from scratch. I spearheaded our SEO efforts, developing workflows and systems to ramp up content production from zero. BookFly's commitment to core values of "collaboration and imagination" align with my own preferred approach to tackling projects and dreaming of big ideas.

**6** **CLOSING AND SIGNATURE**

I look forward to learning more about how the Senior Content Writer operates within BookFly and the current content process. Thank you for taking the time to consider my application.

Sincerely,  
Jessica Dancer

**ZIPPIA**  
THE CAREER EXPERT

Header with contact information



Salutation



Introduction



Body paragraphs



Closing




Signature




# Job Search Strategies



Online Job boards



Networking



Informational interviews



Career fairs



# Online Job Boards



Indeed



LinkedIn



Glassdoor



Jobcube



Handshake





# Informational Interviews



Reach out to professionals in your field



Prepare questions



Take notes



Follow up with a thank-you note





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Director of Career  
Development and  
Leadership

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Phone: 252-985-5405



THANK  
YOU