

# Business G11 Summary

كلنا مع حملة تويكنس بومود. معاً لأجل الحق.

## Developing a Career

### Career :

- Is a(n) occupation or field in which you work over a long period of time.

### Career Planning :

- consists of assessing your potential, analyzing your options, and preparing for the future.

### Career Planning Steps :

1. In choosing a career is taking inventory of your interests, abilities, goals & values.
2. Is analyzing your job options :-

### Sources of career information :

1. Asking career counselors → person trained to provide information related to careers.
2. Networking → meeting & talking with others to find out what they want to do(as a career).
3. Researching careers → OOH(Occupational Outlook Handbook), LinkedIn.com, monster.com

3. Is researching a career :-

### Researching Career :

- gathering information about a specific job, industry, or career path.

### Education : \*Types of education

1. **Profession** : \*Ex: Law, medicine, engineer, & more.
  - high level education (college, university, and etc.)
2. **Trade** : \*woodworking, programmer, mechanics, and more.
  - technical skills; you learn by doing, it's usually self-taught

### Ways to get <sub>(job)</sub> experience : \*MAYBE examples

1. **Apprenticeship** : learning a trade by working under the guidance of skilled workers.
2. **Internship** : a program that provides hands on experience for a beginner in an occupation usually temporary(1-3 months) and unpaid.
3. **Shadowing** : following a person throughout a work day to see what a job involves.

### Career Ladder : \*the evolution of your career as a whole; Ex: from a junior to senior dev

- is a series of different jobs within a career.

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## Writing Resume

### Resume :

- Is a formal document that presents an individual's : education, experience, skills, and accomplishments.

Curriculum vitae (CV)	Resume
<ul style="list-style-type: none"><li>• A detailed and longer document</li><li>• More than a page</li></ul>	<ul style="list-style-type: none"><li>• A shorter document</li><li>• Usually in a 1 page and never exceeded 2 pages</li></ul>

### Rusumè Components : \*CHANGE THE MEANING TO BE THE SAME AS THE SE

1. **Heading** : name, contact information, professional Id's, phone number, email address, more.
2. **Job objective** : is a statement about the type of job you want
3. **Skills Summary** : includes job-specific skills...
4. **Work Experience** : it's simply the chronological list of jobs(current to past).
5. **Education** : this section shows academic qualifications, including degrees earned, institutions attended, and any relevant certifications.

- Do's and Don'ts in a Resume :

Do's	Don'ts
<ul style="list-style-type: none"><li>• Keep it concise(simple).</li><li>• Use a professional format.</li><li>• Proofread (checking for mistakes).</li><li>• Tailor(customize) your resume.</li></ul>	<ul style="list-style-type: none"><li>• Don't include unnecessary personal details.</li><li>• Don't list every job you've had.</li><li>• Don't lie or exaggerate.</li><li>• Don't use unprofessional language.</li></ul>

\*To know more would be better ;)

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## Employability Skills

### Employability Skills :

- are *transferable skills*, essential abilities, qualities that make an individual capable of excelling in a job.
- **Transferable skills** are abilities and qualities that can be applied across different jobs, industries, and roles.

### Key Employability Skills :

- Communication skills, teamwork, problem solving g adaptability , time management, leadership, technical skills, creativity & innovation , work ethic, and critical thinking.

### Importance of Employability Skills : \*NOTE : there are more

1. Increases Job Opportunities - Helps individuals secure jobs in various industries.
2. Enhances Workplace Productivity - Improves efficiency and teamwork.
3. Boosts Career Growth - Leads to promotions and better job prospects.
4. Encourages Adaptability - Helps employees adjust to changes and new challenges.
5. Improves Communication - Enhances interactions with colleagues, clients, and management.
6. Supports Problem-Solving - Enables employees to handle challenges effectively.

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## Beginning Job Search

### A Reference : \*to verify your info from someone who knows you or you've worked for

- is a person an employer can contact to find out your experience, education and character.
- Ex: teacher, former employer, and more.

### Job Objective in Resume :

- it is a statement of your career goals or interests in a business.

### Looking for opening / Sources of job lead :

1. Your Network
2. Your School
3. Want Ads
4. Employment Agencies
5. Local Business

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## Cover Letter

### Cover Letter :

- is a formal document accompanying a resume when applying for a job.
- The cover letter is addressed to the [hiring manager]

### Components of Cover Letter :-

1. Header
2. Salutation
3. Introduction
4. Body Paragraphs
5. Closing paragraph
6. Signature

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## Computing Employee Benefit

- For this lesson you should know how to calculate and you can practice by using the revision provided by the Ms. (not sure yet)

### Steps :

1. Find out weekly, and daily salary.

Weekly salary = Annual / 52

Daily salary = Weekly / 5

2. Calculate the separate benefits found in the question.(Multiply each)

3. Find out the "Rate of Benefit"

Rate of Benefits = Total Benefits / Annual Gross pay(salary)