

# Career Services

# Career Services at Can Code

Can Code is committed to helping you thrive to be successful. Whether you are taking a class to advance your technical skills or looking to transition into a technical career, we are here to assist you.

Career Services will provide you with an opportunity to schedule a one on one appointment to discuss your career goals.



# Career Services

Resume Critique

Linked-In Alumni Networking Group

Mock Interviews

Technology Professionals and Mentors

Internship and Career Opportunities

Emails Address/Voice Messages

I Love Me Folder - Digital

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**Do your homework.** Start by reading the job description with a discerning eye. Learn as much as you can about the industry and your prospective employer. Visit the company's website and the sites of the company's top competitors. Visit the job-hunt site [Glassdoor.com](https://www.glassdoor.com) and do a Google search to dig up additional information. Find out who your supervisor is likely to be and look up the person on [LinkedIn](https://www.linkedin.com).

All this will help you craft a customized letter for this particular job that's addressed to the person who'll interview you or make the decision.

**Keep it brief.** Your letter should be no longer than one page. Think of it as a written version of your [elevator speech](#): a short, snappy summary of who you are and what kind of job you'd like to find. It's a sales pitch you will tap again and again as you network and interview your way to your next position.

**Organize.** A good cover letter typically has three sections. The first is the introduction. In the opening paragraph, tell the employer what job you're applying for and mention the exact title and position as it appears in the job post, if there is one.

**Don't be generic.** Instead, tailor each letter (and résumé) to the specific position.

**Don't waste space.** Phrases such as "Let me introduce myself" add little to your message. Get to the p

**Don't merely repeat the contents of your résumé.** Instead, highlight your particular skills and achievements.

**Finally, fine-tune.** Once you've got a "final" draft of your letter, print it, read it closely ... but don't send it. Revise it to optimize its impact. Here are a few suggestions:

- Include key words and phrases in your letter that match those used in your résumé, just in case the organization uses an automated system for screening cover letters and résumés
- Use bulleted lists to present details. Leaving plenty of white space makes your cover letter more inviting and easier to read
- Be clear, direct and terse. Use short sentences and active verbs
- Share your letter with trusted friends who can give you frank reactions. Does your letter feel intriguing? Does it make the reader want to know more about you? If not, revise it
- Purge your prose of spelling and grammar errors. Proofread your letter several times and have someone else proofread it as well

# Resume Tips

- Research the company. Take note of their values, goals, culture, recent news and history.
- Think about why you want the job and how you can contribute.
- Write down all your past work experiences, volunteer jobs and community work.
- If you have already written a cover letter, match your strengths and achievements to it in your resume.
- Make a note of recent awards, their titles and dates.

## Helpful Video Links for Resume Writing

### Advice for students with no experience

[How to Write a Resume with No Experience \[21+ Examples\] \(novoresume.com\)](https://novoresume.com/how-to-write-a-resume-with-no-experience-21-examples/)

### How to Write a Professional Summary

[How to Write a Professional Resume Summary? \[+Examples\] | Kickresume](https://kickresume.com/blog/how-to-write-a-professional-resume-summary-examples/)

### Action Verbs for Resumes

[Most Effective Action Verbs to Use On Your Resume \[Updated for 2023\] \(resumeworded.com\)](https://resumeworded.com/most-effective-action-verbs-to-use-on-your-resume/)

### Transferable Skills that Companies Want

[15 Transferable Skills Companies Want: Examples & Definitions | FlexJobs](https://flexjobs.com/blog/transferable-skills-companies-want-examples-definitions/)

### Explaining Employment Gaps

[How To Explain Gaps in Employment on Your Resume | Indeed.com](https://indeed.com/career-advice/how-to-explain-gaps-in-employment-on-your-resume)

### Designing Your Resume

[How to Design Your Resume - YouTube](https://www.youtube.com/watch?v=...)



# Your Pitch

## Lead with your destination ([linkedin.com](https://www.linkedin.com))

### Glickman

[Why is the pitch so important? \(linkedin.com\)](https://www.linkedin.com)

- It can be used as a tagline. Once you dial in on how to write an elevator pitch, it can become your company's tagline or a slogan you can add ...
- Use it during networking events. ...
- Helps you generate new leads. ...
- Use it on printed material. ...
- Helps you make a great first impression. ...
- Overcomes short attention spans. ...



# Name

email

phone


## Professional Summary:

EXAMPLE: Entry-level front-end web development professional with strong customer service experience looking to be part of a growing company.

## Technical Skills:

- Microsoft Office Suite
- HTML
- CSS
- JavaScript Basic
- Visual Studio Code
- Git Bash
- Github

## Education:

- 
- CanCode Communities: (Class Name) Certification (Year)
  - Other tech certifications?
  - College?

## Contact Information:

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## Helpful links for your job search

[Tips for Job Seekers: A Guide to the Job Search Process | Indeed.com](#)

CanCodeCommunities Alumni Network

[Job Search | Indeed](#)  
[Find a Job | CareerBuilder.com](#)

Thank you!

