

Unit 1 Career Planning

Unit 2 Resume & cover letter

Unit 3 Job interview

UNIT 1 CAREER PLANNING



II. Career planning basics

III. Stages of career planning

I. LEAD-IN

Discussion:

- What career do you want to pursue?
 - Do you enjoy working with people, or do you prefer working alone?
 - Do you enjoy research?
 - Do you prefer a structured job, perhaps '9-5,' or are you comfortable with irregular work hours?
- Do you have any career plan? Describe it briefly.
- What factors influence your career planning?



JOB VS. CAREER

- A job is a post of regular employment, full-time or part-time, that a persona does to earn money.
- A job helps you make a living, probably pay the bills and is almost always short term.

- A career is an occupation or profession, especially one requiring special training, followed as one's lifelong work or ambition.
- A career path is based on your skills and interests and is typically long term.



II. Career Planning Basics

Why Is Career Planning Important?

- Career planning is an individual's lifelong process of establishing personal career objectives and acting in a manner intended to bring them about.
- A career plan is designed to facilitate transition from college to future learning or employment.
- Making your career plan will provide you with tools and information to help you
 explore your career options, build experience, prepare for your future career, and
 find a job.

1. Know

Who am I?

Know yourself.

Get to know and assess your interests, skills, personality, strengths, etc.

2 Explore

What do I want in career?

Explore the career pathways

Know about the job market and occupations that match you.

3. Plan

How do I get the job?

Make decisions and target your job search.

Write a strong resumé and cover letter and work on your interview skills

4. Act

What have I done?

Participate in internships, mentoring programs, and other work-based learning experiences, volunteer opportunities, or parttime or summer jobs. Take on jobs.

1. KNOWING YOURSELF

Know your skills

Know your adaptive or transferrable skills

Know your work-related skills

The 17 Foundation Skills are those required of all workers in the high-performance workplace of the 21st century.

- Basic Skills
- Thinking Skills
- People Skills
- Personal Qualities

Reading, writing: speaking, listening, mathematics

Creative Thinking, Problem-Solving Skills, Decision Making Skills, Visualization

Social, negotiation, leadership, teamwork, cultural diversity

Self-esteem, self-management, responsibility

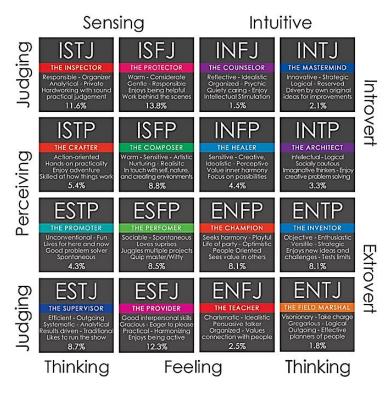
1. KNOWING YOURSELF

Know your personality type

- Holland Occupational Scale 霍兰德职业兴趣量表 a theory about personality and work environment
- Carl Jung's theory of personality types 卡尔荣格 人格类型理论
- The Myers-Briggs Type Indicator (MBTI)迈尔斯布里格斯类型指标

- MIND -6 types of personality Extraverted Introverted 54% - ENERGY -Observant Intuitive 60% Realistic (实际型) - NATURE -Artistic (艺术型) Social Thinking Feeling (社会型) - TACTICS -Conventional Investigative Judging Prospecting (常规型) - IDENTITY -Enterprising (事业型) Turbulent Assertive

Myers-Briggs Type Indicator Grid



1. KNOWING YOURSELF

Know your career personality type

Discover your personality type and take the career personality tests

https://openpsychometrics.org/tests/RIASEC

https://www.onetcodeconnector.org

http://www.humanmetrics.com/personality

1. KNOWING YOURSELF

Match your personality to career options

Choosing work that matches, or is similar to your personality, will most likely lead to success and satisfaction.

Compatible Work Environments

- •Your Personality Type
- •Realistic
- Investigative
- •Artistic
- •Social
- Enterprising
- Conventional

- Most Compatible
- •Realistic
- •Investigative
- Artistic
- Social
- •Enterprising
- Conventional

- •Other Compatible
- Conventional & Investigative
- •Artistic & Realistic
- •Investigative & Social
- •Artistic & Enterprising
- •Enterprising & Realistic
- •Conventional & Social

1. KNOWING YOURSELF

Know your achievement, accomplishments and strengths that you have had in the past 2-5 years, whether work-related or not. Those,

- You feel you did well,
- Enjoyed doing, and
- Feel proud of.

Rank order them and choose the best. Now, for each one, write down or tell someone,

- What you did,
- · How you did it, and
- · What happened.

Add these achievements or strengths to your skill list.



2 EXPLORING YOUR OPTIONS

Explore the industry / field

- Market size & growth rate
- Industry profitability
- Opportunities and threats
- Job trends
- Entrance requirements
- Degree of risk and uncertainty
- Demographic trends (i.e., age, income levels, population growth, single/dual income families)
- Growing and declining occupations

Explore the company / organization

- Market share (vs. competitors)
- Profitability and trend
- Company's strength
- Technology and innovation capabilities
- Brand name recognition and reputation
- Management and financial strength
- Pay, working condition, and training
- Personal fit with the company culture

3 PLAN YOUR JOB SEARCH

Make your career choice

Pick the occupation and the company that is the best fit for you or you think will bring you the most satisfaction based on all the information you have gathered.

Plan your job application

Research the company to verify that it matches your personal preferences.

Analyze the job descriptions and identify the key words and required skills.

Write your resume and cover letter.

Prepare for job interviews.

4 TAKING ACTION

Implement your job search

- Network and site visit
- Send out resumes and go for interviews
- Gain experience
- Maintain and manage your career









ASSIGNMENT

Develop your own career plan

Self exploring

- Your top three work-related skills
- Your personality type and matching occupations
- Your strengths and achievements

Occupational exploring

1. Search for 2-3 job ads that match your education and experience from online job sites, newspapers, company websites, and college and university websites. Bring one of the job ads to class

Highlight the keywords that the company uses to describe the job requirements and job responsibilities. Make a list of the keywords common to these ads.

2. Search for 2-3 resumes

Resources:

(job ads)

- https://www.monster.com/jobs/search/
- https://www.indeed.com/q-Search-jobs.html?vjk=041f24b7559e2211
- 51 job, 领英, newspapers

(resume)

https://www.monster.com/career-advice/cover-letter-resume/resume-samples

https://resumegenius.com/resume-samples

JOB ADVERTISEMENTS



Part-time, independent position, working with Seniors The Town of Fairfield is currently seeking candidates for the position of Senior Citizen Advocate. Primary responsibilities focus on various types of non-emergency assistance. Work is on a flexible weekly schedule. View full description on Town Website: www.fairfieldme.com Human Resources PO Box 149 Fairfield, ME 04937 (2021.453.7911)



EXAMPLES OF JOB ADS



Interactive Designer

San Francisco, CA

Job Title: Interactive Designer
Profession: Marketing -> Graphic
and Web Design Position:
Interactive Designer Location: San
Francisco, CA Job Id: WBX011 # of
Openings: 1 Interactive Developer
The role of Associate Interactive
Developer is to ensure efficient,
creative execution of our next
generation rich media ads for our
clients. This is a multi-faceted role
that encompasses project
management, resource
management, support, and the





Software Engineer - Intern Intel Corporation · Beijing, CN

Posted 2 weeks ago - 1 view

Save

Apply

Job-Description ←

The qualified candidate will-join-Intel-China-Flex-Services -- Platform-Software-Technology-team-as-a-software-engineer-intern. He/she-will-have-opportunities-to-participate-into-various-projects-as-part-of-product-development-or-research. The work-will-mainly-focus-on-system-level-software-areas-such-as-OS-kernel, BIOS/Firmware-development, network/graphics-or-other-I/O-driver-development, imaging/media-development, etc. And the good-performer-will-have-high-opportunity-to-join-Intel-China-after-graduation.

Qualifications <

- -Postgraduate-students-in-Computer-Science, Computer-Engineering-or-Electrical-Engineering. ←
- -Must-be-comfortable-with-working-in-a-fast-paced-environment.-
- -Proficient in C and/or C++↓
- -Proficient in programming and/or debugging and/or troubleshooting skills in system level software development.
- -Al-and-visual-computing-knowledge-and-experience-are-plus-

Soft-skills.

- -Strong-self-learning-capability-in-different-technical-areas ₽
- -Fluent-spoken-and-written-English-would-be-a-plus-
- -Communication-skills-with-internal-or-external-partners, customers-and-vendors-would-be-an-advantage_-

Company info

Job titles & description

Basic requirements Qualifications

Application requirements

Contact info



Job Opportunity

In response to business growth, **Applifone Company Ltd** is now seeking customer-oriented and motivated individuals, who would like to be part of a highly professional team. We are recruiting for the following positions:

- 1. Front Office Officer (7 positions based in head office, Siem Reap and Phnom Penh Branch)
- 2. Cashier (1 position based in Siem Reap Branch)
- 3. Planning & Optimization Engineer (6 positions based in head office)
- 4. Switching Engineer (1 position based in head office)
- 5. Network Officer (1 position based in head office)
- 6. Logistic Supervisor (1 position-based in head office)

Minimum Requirements:

- . Proficient in both written and spoken English
- Speaking Chinese is preferable (1&2).
- . Two years working experience in the related field.
- . Bachelor degree in IT/Telecom/Electricity (3,4&5).
- Bachelor degree in Marketing/Management/Finance (1,2&6).
- . Computer literate
- . Experience in telecom company is an advantage

Interested applicants should submit their CV along with a cover letter to HR.Applifone@star-cell.net or below addresses:

- Head office: # 173, St. 215 (Jawahariai Nehru), Phsar Doeumkor, Toulkok, Phnom Penh, Tel.: +855 98 202 888, www.star-cell.net
- Siem Reap Branch (ABA Bank): #A01-A02, Street Sivutha, Phsar Kandal, Siem Reap, h/p: +855 98 610 106, www.star-cell.net

Applications must be submitted no later than July 26th, 2008.

Only short listed applicants will be contacted for interview.

HOW TO USE A JOB AD RELATE YOUR EXPERIENCE TO THE JOB ADVERTISEMENT

- Identify key words from the job description /Try to answer the question, how can I help the organization?
 - Words signaling what an employer considers important
 - Words that give you insight into the skills, accomplishments, personality traits, and levels of education and experience your employer desires.

"Looking for a highly <u>motivated</u>, <u>customer-oriented</u> individual to work full-time" " "<u>team player</u>" "coordinate with co-workers"

- Reuse these key words in your CV /cover letter.
 - Reuse their tones and language
 - Prove them

"I'm highly motivated, with customer service skills"

Abbreviations

Infinite Solutions is recruiting for F/T Programmer Analyst Sr. Programmer Analyst positions in Sacramento, CA & Santa Clara, CA. Also hiring for: Inside Sales/Outside Sales/Marketing positions. For Info see: 4infinitesolutions.com Independent legal authority to work in the U.S. is reg'd. Apply by mail to: 3017 Douglas Blvd. Suite 300 Roseville, CA 95661 or email: lobs@ 4infinitesolutions.com EOE

Computers Hewlett-Packard Company is accepting re-sumes for the following positions in Roseville, Engineering Project Manager Reference # EPMROS003) Systems/Software Engineer Reference # SSEROS003) Training Delivery Specialist Reference with reference number Hewlett-Packard Company, 19483 Pruneridge avenue, Mail Stop 4206, Cupertino, Califor-No phone calls please. Must be lework in the U.S. without sponsorship, EOE.

Help Wanted

4650

COMPUTER
Verifone, Inc., seeks
Sr. Oracle Sys Admin
(Job code # CS10256):
BS & 5 yrs in DB creation & Dir Prd Mrk
(#CS10257): BS & 3 yrs
in Mrk in Rocklin, CA.
Send resume ref. lob #
to: C. Seymour, 5000
Business Cntr Dr #1000,
Savannah, GA 31405 Mst
hv lgl rght to wrk in U.S.
EOE.

ABBREVIATIONS

- Infinite Solution is recruiting for Sr. Programmer Analyst. Senior Jr. = Junior
- Independent legal authority to work in the U.S. is req'd. required
- Verifone , Inc., seeks ът. Оracle Sys Admin: BS & 5 yrs in DB creation System administrator; Bachelor of Science
- Avail immed **Available Immediately**
- Salary nego negotiable可磋商的

 • Mst hv lgl rgh to work in U.S.

MORE ABBREVIATIONS

PT/FT server wanted

fulltime /part time

Exp pre

- Experience preferred
- No exp req

Experience required

Work M-F

Monday to Friday

• Starting sal \$9.63/hr plus benefit.

salary

• 20 hrs/wk

Hours/week

Min wage + tip

Minimum

• EOE

equal opportunity 就业机会均等