# **Links and files for Personal Development lecture in JDA**

* **Applicant Tracking Systems (ATS) explanation:**

**https://www.youtube.com/watch?v=6tOjb-oql8w&amp;ab\_channel=EngineeringCareerServicesOhioStateUniversity**

* **How to Tailor Your Resume**:

https://www.youtube.com/watch?v=Jn-o3WMfCnI&amp;ab\_channel=NPowerCanada

* **How to Tailor Your Resume With No Experience:** https://www.youtube.com/watch?v=TV3Tu2WwkCY&amp;ab\_channel=NPowerCanada
* **How to Write an Achievement Statement**

https://www.youtube.com/watch?v=Jn-o3WMfCnI

* [Resource Link: Tips for Using Resume Keywords](https://www.thebalancemoney.com/resume-keywords-and-tips-for-using-them-2063331#:~:text=Your%20resume%20keywords%20should%20include,good%20fit%20for%20the%20jo)
* Personality checker - <https://www.16personalities.com/>
* Creating <https://docs.google.com/document/d/1t11jQv35RqHIkvrM5nGL0iJu7F7xUvXR/edit>
* [**Time management tips**](https://cdn.embedly.com/widgets/media.html?src=https%3A%2F%2Fwww.youtube.com%2Fembed%2FRiI1NkaDXlQ%3Ffeature%3Doembed&display_name=YouTube&url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3DRiI1NkaDXlQ&image=https%3A%2F%2Fi.ytimg.com%2Fvi%2FRiI1NkaDXlQ%2Fhqdefault.jpg&key=40cb30655a7f4a46adaaf18efb05db21&type=text%2Fhtml&schema=youtube)
* [Understanding communication to the workspace](https://cdn.embedly.com/widgets/media.html?src=https%3A%2F%2Fwww.youtube.com%2Fembed%2FerdLGyEliEg%3Ffeature%3Doembed%26start%3D69&display_name=YouTube&url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3DerdLGyEliEg&image=https%3A%2F%2Fi.ytimg.com%2Fvi%2FerdLGyEliEg%2Fhqdefault.jpg&key=40cb30655a7f4a46adaaf18efb05db21&type=text%2Fhtml&schema=youtube)
* [Professional voicemail tips](https://blog.hubspot.com/sales/professional-voicemail-greetings)
* Check online job boards and job search engine websites such as [**LinkedIn**](http://www.linkedin.com/)**,**[**Indeed**](https://ca.indeed.com/)**,**[**Monster**](https://www.monster.ca/)**, [SimplyHired](https://www.simplyhired.ca/" \t "_blank),**[**ZipRecruiter**](https://www.ziprecruiter.com/)**, and**[**Glassdoor**](https://www.glassdoor.ca/)**.**
* [Top free job boards](https://gohire.io/blog/top-job-boards-canada)
* [Aptitude test](https://www.aptitude-test.com/free-aptitude-test/mixed-aptitude-test/) and a link to [strengthen aptitude](https://www.wikijob.co.uk/aptitude-tests-home) skills
* [Typing test](https://www.typing.com/student/tests)
* [Thank you email](https://www.themuse.com/advice/how-to-write-an-interview-thankyou-note-an-email-template) after the interview
* Common [interview questions](https://www.themuse.com/advice/interview-questions-and-answers)
* [Cover letter tips](https://cdn.embedly.com/widgets/media.html?src=https%3A%2F%2Fwww.youtube.com%2Fembed%2FjHg0b7Nai6c%3Ffeature%3Doembed&display_name=YouTube&url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3DjHg0b7Nai6c&image=https%3A%2F%2Fi.ytimg.com%2Fvi%2FjHg0b7Nai6c%2Fhqdefault.jpg&key=40cb30655a7f4a46adaaf18efb05db21&type=text%2Fhtml&schema=youtube)
* [What it means to be resourceful?](https://cdn.embedly.com/widgets/media.html?src=https%3A%2F%2Fwww.youtube.com%2Fembed%2FdkcxTdc6-Rk%3Ffeature%3Doembed&display_name=YouTube&url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3DdkcxTdc6-Rk&image=https%3A%2F%2Fi.ytimg.com%2Fvi%2FdkcxTdc6-Rk%2Fhqdefault.jpg&key=40cb30655a7f4a46adaaf18efb05db21&type=text%2Fhtml&schema=youtube)