

A group of five diverse young adults (three women and two men) are smiling and holding a large white sign in front of a white brick wall. The sign has the text 'BREAKING INTO THE MARKET' in bold purple letters. The image is framed by a purple geometric design on the right side.

BREAKING INTO THE MARKET

**YOU ARE
A BRAND**



BRAND MYSELF...WHY?

1. Branding yourself will help you identify which professional path to embark on.
2. Helps you to focus on your qualifications/skills what is available to you making it easier to attract prospective employees.
3. More importantly it helps to show and remind you where you're heading.

JEREMIAH 1:5
“BEFORE I FORMED YOU IN
THE WOMB I KNEW YOU,
AND BEFORE YOU WERE BORN
I CONSECRATED YOU;
I APPOINTED YOU A PROPHET
TO THE NATIONS.”

EXODUS 4:2
THEN THE LORD ASKED HIM,
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“A SHEPHERD’S STAFF,”
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**JOHN 14:15-31
AND I WILL ASK THE FATHER,
AND HE WILL GIVE YOU ANOTHER
ADVOCATE TO HELP YOU AND
BE WITH YOU FOREVER. THE SPIRIT
OF TRUTH. THE WORLD CANNOT
ACCEPT HIM, BECAUSE IT NEITHER
SEES HIM NOR KNOWS HIM.**

1. Ask God. Let the Holy Spirit lead you
Psalm 32:8
I will instruct you and teach you in the way you should go; I will counsel you with my loving eye on you.
2. Take a career test (free online)
3. Consider the kind of job you want
(part time/full time/self employment/
Internships freelance)
4. Are you willing to relocate? (The area of work)
5. Do research, & make a list of companies you would like to work for

A man in a white dress shirt and a dark blue patterned tie is smiling and holding a laptop. The laptop screen displays the text 'CREATING YOUR CV' in a bold, purple, sans-serif font. The background is a light grey wall, and there are purple geometric shapes on the right side of the image.

CREATING YOUR CV

IN LATIN THE PHRASE
“CURRICULUM VITAE/CV”
MEANS
“COURSE OF LIFE.”

WHAT GOES ON MY CV?

Your CV should be:

- Concise (bullet point format)
- Easy to read and to the point
(In the 3rd person use 'I', 'he' / 'she' consistently)
- Use professional words
- Complete
- Up-to-date

Include:

- Personal details & contact information (ID No., ethnicity, nationality, and marital status)
- All education (including high school and or university Qualifications).
- Personal interests like hobbies (not watching TV)
- Ensure that the dates, job titles (even when small) etc. are all accurate

- Highlight your area of expertise, skills, and knowledge (that specifically match the job requirements).
- It may take time to write your CV, but it's worth the effort especially when you are applying for jobs that are a good match for your skills and abilities.
- Include all educational qualifications, relevant short courses done, experiences gained (Include high school achievements/colours in sports, church duties) etc.

TYPES OF CVs

There are mainly three types of CVs:

- Chronological CV
- Functional or Skills-Based CV
- Combination CV

- A functional CV focuses on your skills and experience (put all work experience / summer jobs etc) rather than on your chronological work history.
- Specific skills and capabilities are emphasized to highlight the job seeker's abilities.
- Since a functional CV focuses on skills over dates, it's ideal for people breaking into the job market

REFERENCES

- Employment references and recommendations are vital for your job application especially if you are just breaking into the job market.
- If you don't have work references yet, make use of your lecturer/supervisor in school, anyone that can attest to you (please do not use family members).

- Ask your reference for permission first and let them know someone will be phoning them
- Your reference should be able provide information on who you are, your skills & abilities
- Provide a name, position and contact details of your reference (Phone number essential)

MARTIN BOND

FINANCE MANAGER

Deebley Hill, 120 Wyke Street, Birmingham B15 2NF
T: 00 44 121 638 0006
W: www.acts.cc

Summary

A highly motivated and results driven finance manager who has over three years of invaluable experience in leading and developing a successful finance team. Skilled in numerous financial and accounting fields, including: preparing annual budgets, monitoring key accounts and credit control, having the ability to handle complex assignments effectively & possessing the confidence to work as part of a team or independently. Martin is presently looking for a suitable opportunity position with a forward thinking company where he can excel, deliver & achieve his potential.

Skills

Financial

Cash flow control
Management accounts
Budget preparation
Financial forecasting
Economic awareness
Integrating financial data
Auditing
Strategic thinking

Management

Predicting future trends
Supervisory skills
Financial regulations
Decision making
Managing budgets
Effective delegation
Conflict resolution
Effective delegation

Personal

Attention to detail
Communication skills
Good IT knowledge
Presentation skills
Problem solving
Analytical mind
High levels of integrity
Negotiating

Cover

FINANCE MANAGER

May 2007 - Present

Accounting Company

Working a busy and high volume environment driving consistency and best practice across all the businesses. Responsible for improving the companies cash flow and reducing its arrears by keeping accurate records and ensuring payments are received on time.

- In charge of managing and supporting the ledger team.
- Providing accurate financial information to colleagues and senior managers
- Identifying areas for cost cutting and improvement.
- Ensuring that all financial controls for the division are met and adhered to at all times.
- Giving advice, guidance and support on all financial matter to the company directors.

ASSISTANT FINANCE MANAGER

Feb 2005 - May 2007

Recruitment Company

Academic

Nottingham University 2003 - 2006
Accounting and Finance, BSc (Hons)

Nottingham College 2001 - 2003
A levels: Math (A), English (C), Physics (B), Geography (C)

References

Available on request.

business excellence

LIFE | MINISTRY | BUSINESS



Henrietta Mitchell

GRAPHIC DESIGNER

PROFESSIONAL SUMMARY

I'm a 26-year-old graphic designer and illustrator, focused on branding, typography and layout design. I'm looking for a role in a creative agency.

CORE SKILLS

- Vector and hand-drawn illustration
- Design software (Illustrator, InDesign, Photoshop, Premiere, Corel Draw, Lightroom)
- Creative strategy

CONTACT DETAILS:

Landline: 123 456 7890
 Cellphone: +123 456 7890
 123 Anywhere St., Any City, State, Country 12345
 Email: helloword@greastate.com
 www.reallygreastate.com

HOBBIES AND INTERESTS

- Basketball (ballpoint and ink)
- Painting (watercolor, acrylic and gouache)
- Comic drawing
- Paper crafts (origami, paper cutting)
- Poetry writing

WORK EXPERIENCE

GRAPHIC DESIGNER

Gropikk Studio, Inc. | 2017-present

- Provides creative direction for the team
- Plans and executes visual concepts
- Develops overall layout and production design for print and online materials

JUNIOR GRAPHIC ARTIST

Plossive Studio, Inc. | 2015-2017

- Provided creative concepts for presentation to clients
- Illustrated rough layouts for art and copy
- Designed materials for use in print media

ACADEMIC HIGHLIGHTS

UNIVERSITY OF EL DORADO

Bachelor of Fine Arts in Graphic Design

- A specialized professional degree that covers design theory and visual messaging
- Included a collaborative project in partnership with a corporate outfit

STATE HIGH SCHOOL

Graduated Salutatorian, Class of 2010

- Student leader in organizations like the Artists Circle, Creative Circle and Business United
- SHS Leadership Awardee and Most Promising Graduate Awardee



LOOKING FOR EMPLOYMENT

WHERE DO YOU EVEN BEGIN?

Job searching doesn't need to be a exhausting, and daunting experience.



We have a plan



We might even have ideas of which
Companies we ideally want to work for



We have a CV

NOW TO CLEAN YOUR ONLINE PRESENCE



- How well is your Social media brand, representing you?



- Take the time to Google yourself, and see what you find, what you see is what employers will find
- Clean up before you start looking for employment

- Company websites
- Careers 24
- Career Junction
- The job portal
- Indeed
- Pnet
- Jobvine
- Jobs.co.za
- Jobmail
- Biz Community
- Subscribe to industry specific publications

- Using Smartphones for job searches:
(Apps on android / IOS)
- Using the good old newspaper (local and national)
- Using Social media
 - Linkden
 - Twitter
 - Pinterest
 - (Your Social media brand)

- Don't just focus on the job description alone, look at the responsibilities, and requirements stated in the advert they will tell you more because titles and roles tend to vary between companies.

INTERVIEWS

Prepare for what you pray for

- Interviews can be daunting however with excellent preparation, all is well

Philippians 4:13 (NKJV)

“I can do all things through Christ who strengthens me.”

Proverbs 16:3 (NKJV)

“Commit your works to the Lord,
And your thoughts will be established.”

1. Analyse the job advert & requirements

- Read and understand the job advert
- Identify the job location
- Make sure your CV is addressing all the requirements



2. Research the company

- Use all platforms possible to learn about the company
- If you were recommended, you still research and prepare like everyone else
- If the company is accessible, go in and assess the environment in order to prepare accordingly
- You are never guaranteed a position till you sign, take nothing for granted
- You can never go wrong with RESPECT

Jeremiah 17:7 (NKJV)

*“Blessed is the man who trusts in the Lord,
And whose hope is the Lord.”*

3. Practise the interview

- Based on the job requirements, learn EVERYTHING
- Take nothing for granted and expect anything
- Practise to engage everyone (Rapport)
- Know yourself and all your habits (i.e. Talking with your hands)
- Vernacular is not the “in thing” unless they lead you to it

Know where you are going for the interview, NO TRAFFIC EXCUSE on the day of the interview



4. What to wear

- Formal is first on your the list unless the culture of the organisation is different
- Do not wear anything revealing
- Be well groomed
 - Hair neat and tidy (Nothing on your face)
 - Make up must be natural unless you have applied for a cosmetics brand
 - Nails need to be clean,
 - Not too much jewellery

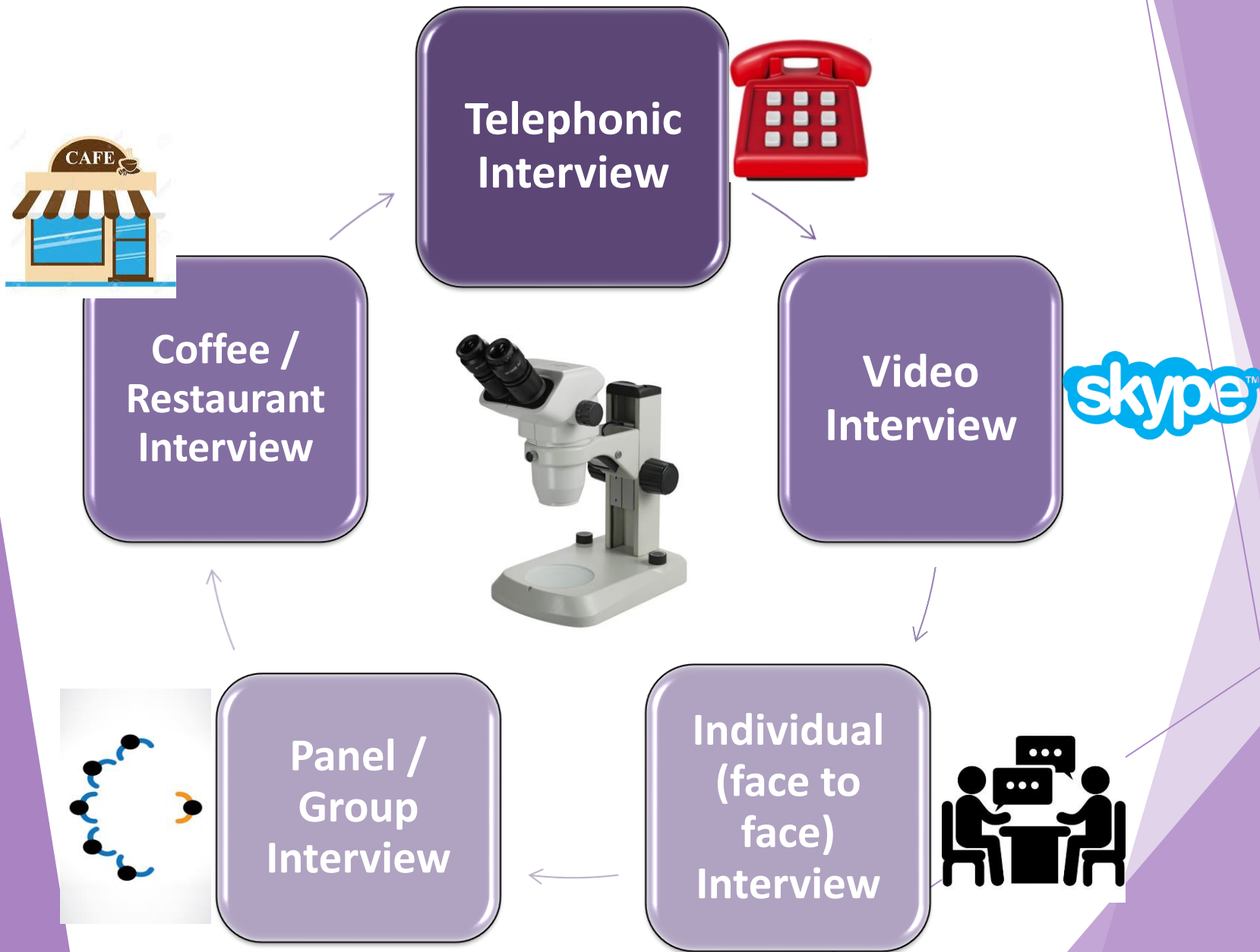
Dress like you are ready for the position

100

5. Interview Etiquette

- Arrive early (15 to 30 minutes early)
- Greet your interviewers as Mr or Ms
- Make sure your cell phone is off (not vibrate)
- Look people in the eye ... and smile
- Brush up your body language
- Firm handshake (With confidence)
- Let the company take the lead
- Don't step on the last 3 words of the interviewers
- Sit up straight and lean slightly forward
- You should not order tea or coffee unless you are going to drink it
- Your interview is not over till you drive out

6. Types of interviews



Mark 11:23 (NKJV)

“23 For assuredly, I say to you, whoever says to this mountain, ‘Be removed and be cast into the sea,’ and does not doubt in his heart, but believes that those things he says will be done, he will have whatever he says.”

A Black woman with a large afro and a Black man in business attire are smiling and giving thumbs up in front of a modern building. The woman is wearing a white shirt and a dark vest, and the man is wearing a blue suit. They are both holding black folders. The background is a modern building with large windows. The image is framed by a purple geometric design on the right side.

DEALING WITH JOB OFFERS

What to Do When You Get a Job Offer

- You typically don't want to say "yes" and take the job on the spot when you receive a job offer.
- Even if you know you want the job, take the time to evaluate the job offer and more importantly pray about it, let the spirit of God lead you to be absolutely certain that the position is right for you.

ROMANS 8:14
FOR AS MANY AS ARE LED
BY THE SPIRIT OF GOD,
THESE ARE SONS OF GOD.

- First ask for some time to consider the offer.
(You will usually be given a deadline if not do not take longer than 24hours) be sure to emphasize your gratitude and your interest in the job as you request the time to consider the offer.

Declining a job offer

- A polite letter declining the job offer will help you maintain a positive relationship with the employer, which will be important if you ever apply for another position at the same company.

Proverbs 22:3

Sensible people will see trouble coming and avoid it, but an unthinking person will walk right into it and regret it later.

Accepting a job offer

- If you accept the job over the phone or in person, you should still officially accept the job with a polite, formal acceptance letter.



- Millions of youth remain unemployed - are they a lost generation? - Carte Blanche June 22 2019
- According to Stats SA, the number of employed persons decreased by 237,000 to 16.3 million in Q1 2019, while the number of unemployed persons increased by 62,000 to 6.2 million compared to Q4 2018.

- The media, social media and the world in general will always give us facts, but the word of God will give you the truth.

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**business
excellence**

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Our heritage in Christ is accessible,
but you have to believe that you can have it.

JUST BELIEVE



