

1.1. Mindset & Goal Setting

You GOT This!!!!

When it comes to setting career goals and achieving success, having the right mindset is crucial. It's not just about having the skills and experience to do the job, but also about having a positive attitude, resilience, and the ability to stay focused on your goals. Here are some tips for developing the right mindset and setting achievable career goals:

Start with a clear vision: Before you can set career goals, you need to have a clear vision of what you want to achieve. Take some time to think about your long-term career aspirations, and then break them down into smaller, more manageable goals.

Focus on what you can control: There are many factors that can impact your career success, some of which are beyond your control. Instead of worrying about these external factors, focus on the things you can control, such as your skills, work ethic, and attitude.

Embrace failure: Nobody is perfect, and everyone experiences setbacks and failures at some point in their career. Rather than seeing failure as a negative, try to embrace it as an opportunity to learn and grow. Use your failures as a springboard for improvement and keep pushing forward.

Set SMART goals: SMART goals are specific, measurable, achievable, relevant, and time-bound. When setting career goals, make sure they meet these criteria to ensure that they are achievable and realistic.

Stay focused: It's easy to get distracted by other things in life, but it's important to stay focused on your career goals. Make a plan for how you will achieve your goals, and then stick to it. Don't let distractions or setbacks derail your progress.

Take care of yourself: Success in your career requires more than just hard work and dedication. You also need to take care of yourself physically,

mentally, and emotionally. Make time for self-care activities such as exercise, meditation, or spending time with loved ones.

Celebrate your successes: When you achieve a career goal, take the time to celebrate your success. This will help you stay motivated and focused on your next goal.

Remember, building a successful career is a marathon, not a sprint. It takes time, effort, and a positive mindset to achieve your goals. But with the right mindset and a clear plan, you can achieve anything you set your mind to.

1.2. Strengthsfinder 2.0

What are you good at?

<https://store.gallup.com/p/en-ca/10108/top-5-cliftonstrengths>

StrengthsFinder 2.0 is a popular book and assessment tool developed by Gallup that helps individuals identify their strengths and leverage them to achieve success in their career and personal life. The book includes a unique access code for an online assessment that identifies an individual's top five strengths out of a list of 34.

Understanding your strengths is important when starting a new career or seeking a job because it allows you to identify what you do best and how you can bring value to a potential employer. By focusing on your strengths, you can build confidence, increase job satisfaction, and achieve greater success.

Additionally, when you know your strengths, you can better communicate them to potential employers during the job search and interview process. This can help you stand out from other candidates and demonstrate how you can contribute to the company's success.

Knowing your strengths can also guide your career path and help you make informed decisions about the type of work and industries that align with your strengths and values. By focusing on your strengths, you can pursue work

that energizes and excites you, rather than feeling stuck in a job that doesn't align with your natural talents.

In summary, StrengthsFinder 2.0 is an important tool to use when starting a new career or seeking a job because it helps you identify your unique strengths, build confidence, communicate your value to potential employers, and make informed career decisions.

1.3. Your Genius Zone

Story Building Master File

Your genius zone is the intersection of your passion, talent, and skill. To find your genius zone, start by exploring your interests and passions. Consider the topics or activities that you are most passionate about, and think about how you can apply your skills and talents in those areas. You can also take assessments or seek feedback from others to gain insight into your strengths and abilities.

Once you have identified your passions, talents, and skills, seek out opportunities to apply them in your personal and professional life. This might involve taking on new projects or responsibilities at work, pursuing hobbies or side projects that align with your passions, or volunteering in areas that allow you to use your skills and talents to make a difference.

Finding your passion, talent, skill, and value can be a challenging and ongoing process. However, there are several steps you can take to discover these important elements about yourself:

Passion: Passion refers to a strong and intense interest or enthusiasm for something. It is often characterized by a deep emotional connection to a particular activity or topic. Examples of passions might include art, music, travel, cooking, or a particular cause or social issue.

Talent: Talent refers to a natural ability or aptitude for something. It is often characterized by a sense of ease or proficiency in a particular area. Examples

of talents might include singing, writing, public speaking, or playing a musical instrument.

Skill: Skill refers to a learned ability or proficiency in a particular activity or task. It is often developed through training, practice, and experience. Examples of skills might include computer programming, graphic design, public speaking, or project management.

Value: Value refers to the principles, beliefs, and qualities that are important to an individual. It is often reflected in the choices that a person makes and the way they interact with the world around them. Examples of values might include honesty, integrity, creativity, or a commitment to social justice.

By understanding your passions, talents, skills, and values, you can gain greater insight into your strengths and how you can best contribute to the world around you. This self-awareness can be helpful in guiding your personal and professional goals and can help you find greater fulfillment and success in all aspects of your life.

Explore your interests: Start by exploring the things that you enjoy doing in your free time or the topics that you are passionate about. This can give you a clue about your interests and can help you identify potential career paths that align with your passions.

Take assessments: There are many assessments available that can help you identify your strengths, skills, and values. These assessments can provide insight into your natural abilities and can help you understand how they can be applied in different contexts.

Reflect on your experiences: Think about the experiences in your life that have been meaningful to you. What did you enjoy about those experiences? What skills did you use? What values did you demonstrate? These reflections can help you identify what you enjoy, what you're good at, and what you value.

Seek feedback: Ask friends, family, colleagues, and mentors for feedback about your strengths, talents, and skills. They may be able to offer insights that you haven't considered.

Try new things: Sometimes, we don't know what we're good at until we try it. Be open to new experiences and opportunities, even if they are outside of your comfort zone. You may discover a hidden talent or passion that you never knew existed.

Once you have identified your passion, talent, skill, and value, it's important to find ways to apply them in your personal and professional life. This may involve seeking out new job opportunities, volunteering in areas that align with your passions, or pursuing hobbies or side projects that allow you to use your skills and talents.

Ultimately, discovering your passion, talent, skill, and value is an ongoing process that requires self-reflection, exploration, and a willingness to try new things. However, by investing the time and effort to identify these important elements about yourself, you can find greater fulfillment and success in all aspects of your life.

Ask people close to you if you need help in filling out under each heading.

If there is something that overlaps under all four headings, this becomes your *genius zone*.

This is a master file you are putting together before you start drafting your resume. It will act as a skeleton for your cover letter, resume, and interview preparation, for any type of job you are applying for.

It could be a lot of work in the beginning but once you have prepared the list, you can change, add, and tweak the file at any time of your career path.

1-3.2 Experience List Tab

- Write your experiences in this tab. List them under each heading for each work experience:
 - Daily Task: Write tasks you have done daily or periodically as part of your job.
 - Accomplishment: Write any accomplishments you had. It could be qualitative or quantitative.
 - Worst Experience: List all your hardships or challenges you have had during your work experience.
 - Exciting/Proud Moment: List moments you were proud of yourself or when you were excited during your work experience.
 - Overcome Experience: List moments when you have overcome your hardships or challenges. This could link with the previous sections: accomplishments and worst experiences.
- List the skill/skills that you've acquired or related to each experience in column D, E, and F, for each experience.

1-3.3 Story Builder Tab

Choose 5 main and unique skills you've achieved in your experiences. Write a specific experience you have had for each one and organize them under the S.T.A.R. method.

The S.T.A.R. Method stands for: Situation, Task, Action, and, Result

- **Situation:** Acts as an introduction and gives an opportunity for the interviewer to refer to your list of experiences on your resume.
 - E.g. When I was working as a sales coordinator at Samsung Electronics...
 - Eg. As you can see from my resume, I was a Front desk agent back in 2015...
 - Eg. When I was working as a Customer Service Agent, I had to deal with this client, who had an unreasonable request...
- **Task:** Explain what the task or problem was.. The best answer is to prepare an answer to a problem you've experienced that could also occur in the job you are applying for. If not, prepare for an answer that shows the skills you've used to solve the problem that is also a required skill in the job you are applying for.
 - Example 1: had to work with this customer who was very angry because...
 - Example 2: I've never done this before, this was out of my daily tasks...
 - Example 3: New project was very complicated and our team did not have much experience or knowledge..
- **Action:** What did you do to overcome the situation/ task/ problem?
 - Empowerment, sacrifices, step up etc.
 - Example: In order for me to solve this problem, what I did was...
 - Eg. I had to quickly escalate this issue to the management and...
 - Eg. To solve this problem, I had to go over the issues in these steps...
 - Define the problem

- Research the similar cases
- Analyze the information
- **Result:** What was the result? How did you handle the situation? What did you learn?
 - End With And That's Why...: highlight the questions below.
 - i. Why was this event important to you?
 - ii. Why was this important to them?
 - iii. What did you gain/ learn from this experience?
 - iv. How would you have handled the situation differently? E.g. If this problem occurs again in your company, I would handle the situation this way...
- Once you have at least 5 experiences ready, you would be able to answer most of the key behavioral/ situational interview questions for any interviews.

Use the guidelines below to find your own Genius Zone!
[LINK]

1.4: Skills - Experiences - Achievements - Type of Person you are (S.E.A.T)
Tell me about yourself, SELL yourself!

Knowing and expressing yourself in terms of your skills, experiences, achievements, and personality type is crucial when it comes to career planning and preparing for a job interview. Here are some reasons why:

Self-awareness: Understanding your own strengths, weaknesses, and areas of expertise allows you to make informed decisions about your career path. It helps you identify the roles and industries that best suit your skills and interests, and allows you to focus your job search on opportunities that are the best fit for you.

Resume and cover letter: Your resume and cover letter are the first impression you make on potential employers. They should highlight your relevant skills, experiences, and achievements, and communicate the type of person you are. Being able to clearly articulate your accomplishments and the value you can bring to a company is key to getting your foot in the door.

Job interview: During a job interview, you will be asked to provide specific examples of your skills, experiences, and achievements. Being able to articulate these things in a clear, concise, and compelling manner is crucial. It helps you stand out from other candidates and demonstrates that you have the qualities and qualifications the employer is looking for.

Personal branding: In today's job market, personal branding is more important than ever. It's not enough to simply have a good resume and cover letter. You need to have a strong online presence, showcase your skills and experiences through social media and other platforms, and position yourself as an expert in your field. Being able to express yourself clearly and confidently is essential to building a strong personal brand.

Career advancement: Knowing your own skills, experiences, and achievements is also important for career advancement. Whether you're looking to move up within your current company or make a move to a new organization, being able to clearly articulate what you bring to the table can help you stand out and land the opportunities you're after.

In short, learning and expressing yourself in terms of your skills, experiences, achievements, and personality type is critical to career success. It helps you make informed decisions, stand out from the competition, and position yourself for advancement. So take the time to reflect on your own strengths and accomplishments, and learn how to communicate them effectively to potential employers.

How to organize your S.E.A.T

Organizing and writing about yourself in terms of your skills, experiences, achievements, and personality type can be a daunting task, but it's an

important one to master in order to succeed in your career. Here are some steps to help you get started:

Brainstorm: Start by making a list of your skills, experiences, and achievements. This can include both professional and personal accomplishments. Think about the things you're good at, the projects you've worked on, and any recognition or awards you've received.

Categorize: Once you have a list, organize it into categories based on the type of information. For example, you might have a "Skills" category, a "Work Experience" category, an "Education" category, and so on. This will help you keep things organized and make it easier to write about yourself in a structured way.

Prioritize: Prioritize your list based on the relevance to your career goals. This will help you determine which items to focus on in your resume or cover letter.

Use action words: When writing about your skills, experiences, and achievements, use action words to describe your accomplishments. This will help you stand out and demonstrate your competence and confidence. Some examples of action words include "achieved," "created," "implemented," "managed," and "solved."

Quantify: Whenever possible, quantify your achievements. This means using numbers to show the impact of your work. For example, you might say that you increased sales by 20%, or that you managed a team of 10 employees.

Be specific: Avoid vague statements or generalizations. Instead, be specific about your skills and experiences. For example, instead of saying "I have good communication skills," say "I have experience presenting to large groups, and I am comfortable leading meetings and collaborating with cross-functional teams."

Highlight your personality: Finally, don't forget to highlight your personality traits. This can include things like your work style, your values, and your approach to problem-solving. For example, you might say that you are a

creative problem-solver who enjoys collaborating with others, or that you are a detail-oriented person who takes pride in delivering high-quality work.

By following these steps, you can organize and write about yourself in a way that showcases your strengths and sets you apart from the competition.

Remember, the key is to be specific, action-oriented, and focused on your career goals. With a little effort and practice, you'll be able to confidently communicate your skills, experiences, achievements, and personality type to potential employers.

SAMPLE “TELL ME ABOUT YOURSELF” ANSWERS

Recent Grads

Thank you for having me today. My name is [Your Name], and I'm really excited to be interviewing for this position today. I recently graduated from [University Name] with a degree in [Your Degree], and I have some great experiences that make me a great fit for this role.

First, I'd like to talk about my relevant skills. During my time in university, I took a number of courses that helped me develop my [skill 1], [skill 2], and [skill 3]. In addition, I have experience working with [relevant software or tools for the position], and I'm confident in my ability to learn and adapt to new systems quickly.

Next, I want to highlight my relevant experiences. While in school, I completed an internship at [Company Name], where I gained experience in [relevant task or responsibility]. This experience allowed me to develop my skills in [relevant skills], and I was able to contribute to the team in a meaningful way. In addition, I've also worked part-time as a [position] at [Company Name], where I learned how to effectively [relevant task or responsibility].

In terms of my education, I feel confident that my coursework and projects have given me a strong foundation in [relevant subject matter for the position]. I'm excited to apply what I've learned to this role, and to continue learning and growing as part of the team.

Finally, I'm someone who is [describe your personal qualities or work style], and I believe that these qualities make me a great fit for this company. I'm someone who is [relevant personal quality or work style], and I'm always looking for ways to [relevant action that aligns with the company's values].

I'm really excited about the opportunity to bring my skills, experiences, and personality to this role. Thank you for considering me for this position, and I'm looking forward to discussing my qualifications with you further.

2~5 Years of Experience

Again, nice to meet you and Thanks so much for considering me for this position. My name is [your name], and I'm excited to tell you about my relevant skills and experiences. I've been working in [industry or field] for [number of years], and in that time, I've had the opportunity to gain some valuable experience.

In my current role as [position], I've developed some important skills in [relevant skills for the position]. I've also had the chance to work on [relevant project or achievement], which I'm especially proud of because it [briefly describe the achievement and the impact it had].

Before that, I worked at [company or organization] as a [position], where I was able to gain some valuable experience in [relevant skills or tasks for the position]. I also had the chance to work with a great team, which really helped me develop my collaborative skills.

Apart from my professional experience, I believe that I'm someone who is [describe your personality or work style]. I really believe in [describe your values or work ethic], and I'm always looking for ways to learn and grow alongside my team.

In terms of education, I have a [degree or certification] from [institution], which helped me develop a strong foundation in [relevant subject matter for the position].

I'm someone who is [describe your personal qualities or work style], and I believe that these qualities make me a great fit for this company. I'm someone who is [relevant personal quality or work style], and I'm always looking for ways to [relevant action that aligns with the company's values].

All in all, I'm really excited about the opportunity to bring my skills, experiences, and personality to this role! I believe that I could be a great fit for [company or organization name], and I'm eager to learn more about how I can contribute.

1.5: Resume Writing Guideline

Here are 10 important things to keep in mind when writing a resume:

Clear and concise formatting: Use a clean and easy-to-read font, appropriate font size, and consistent formatting throughout the document.

Relevant contact information: Include your full name, professional email address, and phone number at the top of your resume. Make sure your email address is professional, not something like "partygirl@email.com".

Targeted objective or summary statement: Write a brief statement at the top of your resume that summarizes your career goals and highlights your qualifications for the position you're applying for.

Keywords: Use relevant keywords throughout your resume that relate to the job you're applying for, to help ensure it gets past any automated applicant tracking systems (ATS) that may be used.

Professional experience: List your work experience in reverse chronological order, starting with your most recent job. Include the job title, company name,

dates of employment, and bullet points describing your responsibilities and accomplishments.

Education and training: List your education and relevant training in reverse chronological order, including the name of the institution, degree or certification received, and date of completion.

Skills: List any relevant skills, including technical skills, languages, and other competencies that relate to the job you're applying for.

Achievements and awards: Highlight any notable achievements or awards you've received, such as completing a major project or winning an industry award.

Volunteer work and extracurricular activities: Include any volunteer work or extracurricular activities that showcase your skills or commitment to your field.

Proofreading and editing: Review your resume carefully, checking for typos, grammatical errors, and formatting issues. Have someone else read it over as well to catch anything you might have missed

Golden Circle

Simon Sinek's Golden Circle is a framework for effective communication and leadership that involves three concentric circles: Why, How, and What.

Why: This is the core of the circle and represents the purpose, belief, or cause that drives an individual or organization. It answers the question "Why do we exist?" and is what truly inspires people.

How: This circle represents the way an individual or organization goes about achieving their Why. It involves the actions, strategies, and processes that are taken to bring the Why to life.

What: This circle represents the tangible products, services, or outcomes that an individual or organization creates as a result of their How.

According to Sinek, most organizations communicate from the outside in, starting with the What and working their way inwards. However, the most successful organizations communicate from the inside out, starting with the Why.

An example of introducing oneself with Why could be:

"Hi, my name is Jane and I'm a teacher. ***I'm passionate about education and believe that every student has the potential to succeed if given the right tools and support.*** I strive to create a safe and engaging learning environment where students can explore their passions and reach their full potential."

In this example, Jane starts with her Why, which is her belief in the power of education to transform lives. She then goes on to explain How she achieves her Why, by creating a safe and engaging learning environment. Finally, she mentions What she does, which is being a teacher. By starting with her Why, Jane is able to communicate her passion and inspire others.

1-4. Resume Writing Guideline

- Use this as a guideline to start writing the **Daily Task Section** of the **Story Building Masterfile**. This will assist you in writing your resume. However, you need to customize depending on the job you are applying for.
- Find your industry tab: Each tab is divided by industries.

SAMPLE RESUMES

[LINK]

1.5 Action Verbs

Talk about your achievements!

Using action verbs in a resume is essential as it helps to create a sense of urgency and achievement. Action verbs convey a sense of enthusiasm and drive to hiring managers and recruiters, which can help to make a candidate stand out from other applicants. When employers are scanning resumes, they are looking for candidates who can clearly demonstrate their skills and accomplishments. By using action verbs, candidates can showcase their relevant experiences and make their accomplishments more impactful and memorable.

Using strong action verbs can also help to improve the overall tone and readability of a resume. When resumes are written in a passive voice or with weak verbs, they can come across as dull or uninspired. However, using active and dynamic verbs can create a sense of energy and excitement, which can help to engage the reader and keep their attention. Additionally, using action verbs can help to save space on a resume by making sentences more concise and efficient.

Overall, using action verbs is an effective way to demonstrate a candidate's potential value to an employer. By highlighting relevant experiences and achievements, candidates can show that they have the necessary skills and drive to succeed in the position. Additionally, using action verbs can help to create a strong first impression and make a candidate stand out from other applicants.

Here are top 35 examples of how to use the action verbs I listed on your resume:

(Short sentence samples, you will need to explain a little bit more.)

Achieved - Achieved 150% of sales quota in Q1 2022.

Built - Built a new website from scratch, resulting in a 50% increase in online traffic.

Collaborated - Collaborated with cross-functional teams to launch a new product line on time and under budget.

Completed - Completed a complex data analysis project, resulting in a 10% increase in efficiency.

Conducted - Conducted market research to identify new opportunities for growth.

Coordinated - Coordinated logistics for a national conference with over 1,000 attendees.

Created - Created a social media strategy that increased engagement by 25%.

Developed - Developed and implemented a new employee training program, resulting in a 20% increase in productivity.

Directed - Directed a team of 10 sales representatives, exceeding quarterly targets by 20%.

Enhanced - Enhanced customer experience by implementing a new feedback system.

Established - Established a partnership with a major vendor, resulting in a 30% reduction in costs.

Executed - Executed a successful email marketing campaign that resulted in a 15% increase in sales.

Facilitated - Facilitated communication between departments, improving collaboration and efficiency.

Generated - Generated over \$1 million in new business by prospecting and cold-calling.

Implemented - Implemented a new inventory management system that reduced errors by 50%.

Improved - Improved customer retention by 15% through targeted marketing efforts.

Increased - Increased website traffic by 40% through search engine optimization.

Initiated - Initiated and led a team to redesign the company's branding and marketing materials.

Innovated - Innovated new solutions to improve customer experience and reduce wait times.

Led - Led a team of designers to create a new product line that won several industry awards.

Managed - Managed a budget of \$500,000 for a major construction project, completing it on time and under budget.

Maximized - Maximized sales opportunities by developing new product bundles.

Optimized - Optimized the production line to reduce manufacturing time by 25%.

Organized - Organized and executed a successful fundraising event that raised \$50,000 for charity.

Oversaw - Oversaw the launch of a new product line in multiple international markets.

Produced - Produced high-quality content for the company blog that increased website traffic.

Reduced - Reduced expenses by 10% through a thorough review of the company's financial statements.

Resolved - Resolved customer complaints and issues in a timely and professional manner.

Spearheaded - Spearheaded the development and launch of a new mobile app.

Streamlined - Streamlined the hiring process by implementing a new applicant tracking system.

Strengthened - Strengthened vendor relationships by negotiating better pricing and terms.

Supported - Supported the sales team by developing sales collateral and presentations.

Trained - Trained new employees on company policies, procedures, and software systems.

Transformed - Transformed the company's customer service strategy, resulting in a 20% increase in customer satisfaction.

Utilized - Utilized data analysis to identify new trends and opportunities for growth

1.6 SKILLS!!! Hard Skills vs. Soft Skills

Highlight your skills

Hard skills and soft skills are two different types of skills that are important to highlight on a resume. Hard skills refer to technical or specific skills that are learned through training or education. These skills are usually easy to quantify

or measure and are often job-specific. Examples of hard skills include proficiency in a specific software, knowledge of programming languages, or fluency in a foreign language.

On the other hand, soft skills refer to personal attributes or personality traits that are often harder to quantify but are just as important in the workplace. Soft skills can include things like communication skills, problem-solving abilities, or leadership qualities. Unlike hard skills, soft skills are often transferable across different industries and positions.

It is important to highlight both hard and soft skills on a resume because employers are often looking for candidates who possess a combination of both. While hard skills are essential for job-specific tasks, soft skills are equally important in the workplace as they can contribute to a positive work environment and improve team dynamics. Employers are looking for well-rounded candidates who can bring both technical expertise and interpersonal skills to the job.

For example, a software engineer may have excellent coding skills (a hard skill) but may struggle to communicate effectively with their team or clients (a soft skill). In contrast, a marketing professional may have strong communication skills (a soft skill) but may lack specific technical knowledge in a particular marketing tool (a hard skill). By highlighting both hard and soft skills on a resume, candidates can demonstrate their value to an employer by showcasing their technical expertise and personal attributes.

Here is a list of common hard and soft skills:

Hard Skills:

- Computer programming
- Data analysis
- Foreign language proficiency
- Graphic design
- Project management
- Social media management
- Technical writing

Accounting
Marketing research
Web development

Soft Skills:

Communication
Adaptability
Collaboration
Leadership
Problem-solving
Time management
Creativity
Empathy
Teamwork
Conflict resolution

It's important to highlight both hard and soft skills on a resume because they are equally important in the workplace. Hard skills demonstrate your technical abilities and expertise in a particular field, while soft skills show your personal qualities and how well you work with others.

For example, a software engineer may need to have strong hard skills in programming languages like Java or Python, but they also need to have soft skills like collaboration and problem-solving to work effectively with a team and solve complex issues. Similarly, a marketing manager may need hard skills in marketing research and data analysis, but also needs soft skills like communication and leadership to manage a team and communicate effectively with clients.

Highlighting both hard and soft skills on a resume can show a potential employer that you have the technical expertise as well as the personal qualities needed to excel in a particular role.

1.7 Understanding Job Description

STOP!!! Before sending your resume!

Understanding the job description is an essential step in the job application process. Before applying for any job, it is critical to take the time to fully comprehend the job requirements and responsibilities listed in the job description. This not only helps you determine whether you are the right fit for the job but also ensures that you can tailor your application to showcase your skills and experience that align with the job requirements.

By thoroughly reading and analyzing the job description, you can gain a clear understanding of the skills, experience, and qualifications required for the position. This enables you to assess whether you have the necessary qualifications and experience to perform the job effectively. By doing so, you can avoid applying for jobs that do not match your qualifications, which can save you time and effort.

Additionally, understanding the job description can help you customize your resume and cover letter to highlight your most relevant skills and experiences. Tailoring your application materials to match the specific job requirements listed in the job description can significantly increase your chances of being selected for an interview. By demonstrating that you possess the necessary skills and qualifications, you are more likely to stand out among other applicants.

In summary, understanding the job description is crucial for a successful job application process. It helps you assess your qualifications, tailor your application materials, and increase your chances of being selected for an interview. Taking the time to read and analyze the job description carefully can save you time, effort, and disappointment in the long run.

Here are the steps to fully decode a job description:

Read the job title: Start by reading the job title and understanding what it means. For example, an entry-level computer programmer job title might be

"Junior Software Developer". By understanding the job title, you'll have a better idea of the job's level and what it entails.

Read the job summary: The job summary gives a brief overview of the position. For example, the summary for a junior software developer might include "responsible for developing and testing software applications". The summary gives you a good idea of what the job entails and what your main responsibilities will be.

Analyze the job responsibilities: The job responsibilities section will outline the daily tasks you'll be responsible for. For example, a junior software developer's responsibilities might include "writing code, testing software, and troubleshooting technical issues". This section will give you a better idea of the job's requirements and whether you have the necessary skills.

Look at the qualifications: The qualifications section outlines the minimum education and experience required for the position. For example, a junior software developer might require a bachelor's degree in computer science or a related field. Make sure you meet the minimum qualifications before applying.

Check the company culture: Look for clues about the company culture in the job description. For example, the job description might mention the company's mission or values. This will give you a better idea of what it's like to work for the company and whether you'll fit in.

Analyze the language used: Pay attention to the language used in the job description. For example, if the job description uses words like "self-starter" or "team player", this tells you what the employer is looking for in a candidate. Use this information to tailor your resume and cover letter to highlight these qualities.

Do some research: Once you've decoded the job description, do some research on the company to get a better understanding of their products, services, and culture. This will help you prepare for the interview and show the employer that you've done your homework.

In conclusion, by understanding the job description thoroughly, entry-level computer programmers can tailor their resumes and cover letters to highlight their skills and qualities that match the job requirements. This can increase their chances of landing the job and starting a successful career in the field.

1-7. Understanding Job Descriptions & How to Reflect Them in Your Resume and Interviews

Job description on a posting tells you all the information you need to know in preparing for your interview and what they are looking for in a candidate.

- a. Who are you? Give what the company wants. Not all the things about you.
- b. Job Description Structure
 - i. Main Requirements/ Qualifications: Job posting tells you exactly what the qualifications and requirements are. Crosscheck with your resume to make sure you have the requirements written. Be clear and direct on your resume and write the exact words on the job posting under qualifications on your resume.
 - ii. Responsibilities: It lists all short & long term projects, daily tasks, and all other responsibilities in the position. More and more companies have the job description written in detail to make sure the employee is fully aware of what is requested in the job. You need to read EACH line carefully and fully understand the responsibilities. Google or ask people around you if you have any questions on certain responsibilities. Even if you don't have

experience in a certain responsibility, research about it so you are aware of what the responsibility is about. (Feel free to use google and YouTube).

iii. Skills: Lists all the skills required in the position. Make sure you have listed the skills required in your resume and linked to your experience.

- Behavioral and Situational Interview questions will be based on soft skills. Be prepared to explain about each skill. Know what the skill is (definition) and your specific previous experience to prove you have the skill. Be prepared with your answer for each required skill. Each job posting usually requires 3-5 main skills. - Examples of soft skills are: Interpersonal Skills, Leadership Skills, Project Management Skill, Communication Skills, Collaboration Skills, Prioritization Skills, Time Management Skills, Adaptability, Good Work Ethic, etc.

1. Google the main skills required and find the definition. Make sure you know what the skill is about.
2. Pick 3 most relevant keywords from the definition and STUDY what it means.
3. From what you have researched, write one full-page script explaining the skill in your own words. Be simple, clear, and precise. This should be a minute to 1.5 minutes.
4. Write one full-page script about how it is relevant or how you have obtained the skills from your experiences (Use the S.T.A.R. Method). This should be about 2.5 minutes to 3 minutes.

5. Practice the answer: Read out loud until your answer becomes natural.

iv. Experiences: Relevant Experiences, from college, full time, part time, volunteer, etc.: Don't just list all experiences. List experiences that relate to the job you are applying for.

1.8 Customize your resume

One resume at a time!

It is extremely crucial to customize your resume!

Customizing your resume to match the job description is very important for several reasons:

1. Shows that you are a good fit for the position: By using the same language and keywords as the job description, you show that you have the skills and experience needed for the job. This can help you stand out to employers and increase your chances of getting an interview.
2. Demonstrates your attention to detail: By taking the time to customize your resume, you demonstrate that you are thorough and detail-oriented. Employers want employees who are meticulous and pay attention to detail, so this can be a valuable trait to showcase on your resume.
3. Helps your resume get past applicant tracking systems (ATS): Many companies use ATS to screen resumes before they ever reach a human recruiter. By using the same keywords and phrases as the job description, you can increase your chances of getting past the initial screening process and having your resume seen by a human.
4. Increases your chances of getting an interview: Ultimately, the goal of customizing your resume is to increase your chances of getting an interview. By highlighting your relevant skills and experience, you make

it easier for employers to see that you are a good fit for the position and are worth considering for the next step in the hiring process.

By taking the time to tailor your resume, you can increase your chances of standing out to employers and landing the job you want.

Here are 6 steps to help you CUSTOMIZE YOUR RESUME based on the KEYWORDS and phrases found in the job description:

1. Identify the keywords: After decoding the job description, identify the keywords and phrases that stand out. These may include specific skills, qualifications, or experiences that the employer is looking for.
2. Incorporate the keywords into your resume: Once you've identified the keywords, incorporate them into your resume. This can be done by adding them to your skills section, work experience descriptions, and even your summary or objective statement.
3. Highlight your relevant experience: Use your work experience section to highlight your relevant experience and skills. Use bullet points to list specific accomplishments and responsibilities that match the requirements outlined in the job description.
4. Use action verbs: Use action verbs in your descriptions to convey your skills and accomplishments. For example, instead of saying "Responsible for writing code," say "Developed software applications using Java."
5. Customize your resume for each job: Customize your resume for each job you apply for. This may involve tweaking the order of sections or adding or removing certain skills or experiences depending on the job requirements.
6. Proofread: Make sure to proofread your resume carefully to ensure that it is error-free and professional-looking. Employers may discard

resumes with errors or typos, so it's important to take the time to review your resume thoroughly.