

Career Development Workshop

WITH T'OLU AKINWANDE

A close-up, shallow depth-of-field photograph of a laboratory workspace. In the center, a clear petri dish contains a light blue liquid. A glass pipette is positioned above the dish, with a single drop of liquid falling into it. To the right, a rack of test tubes with blue caps is visible, some containing purple liquid. In the upper right, a round-bottom flask holds a yellow-green liquid. The background is softly blurred, emphasizing the central action.

First here's a little bit
about me...

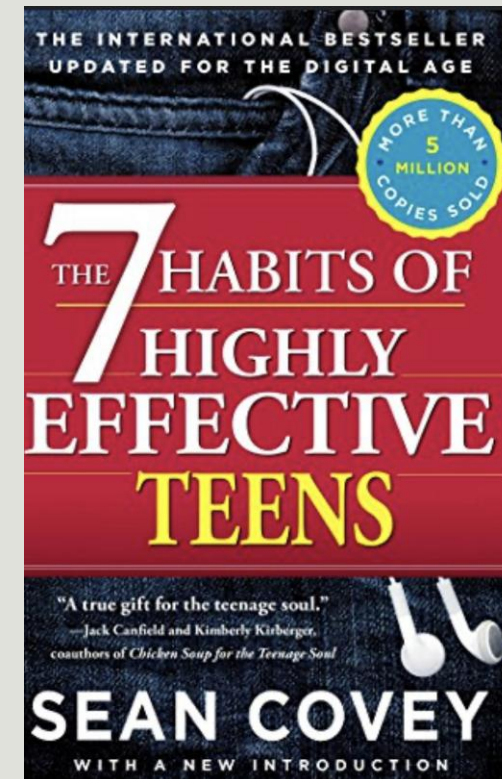
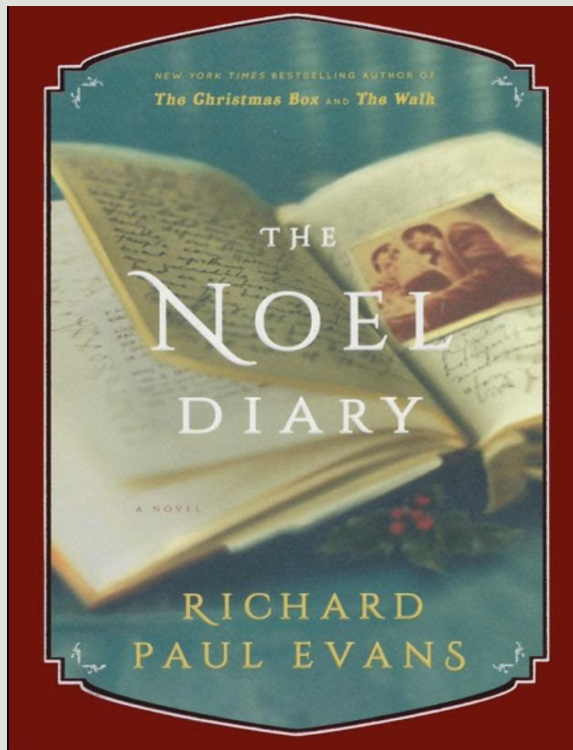
About me :)

- I am a second-year undergraduate student at The University of British Columbia currently majoring in Medical and Molecular Biology and possibly minoring in Computer Science! I am interning with Illuminate Universe this Summer!



In my free time...

I like reading (here are some books I am currently reading).



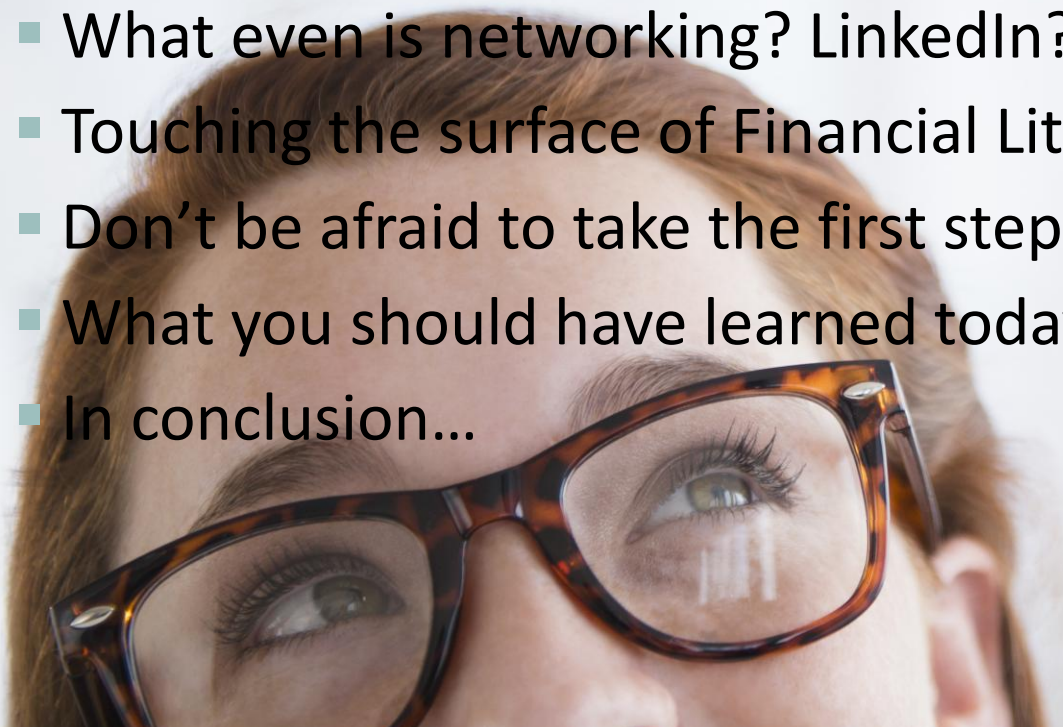


Stepping Stone

- Amazing program to help build your professional skills!
- Teaches you how to properly format your resume and cover letter!
- Two mentoring sessions and so much more!
- Highly Recommend :)

What will we be doing today?

- How should my resume be formatted? How many resumes should I have? Cover letters?
- Resources?
- What even is networking? LinkedIn?
- Touching the surface of Financial Literacy...
- Don't be afraid to take the first steps to developing your career!
- What you should have learned today
- In conclusion...



First up... Google Forms Quiz!

How much do YOU know about career development? No pressure, we're here to learn!

Link:

https://docs.google.com/forms/d/e/1FAIpQLSfNtG4BI7EkEI_WE7NybDs8facYGay0KrsWouk8QF897lsbDg/viewform?usp=sf_link



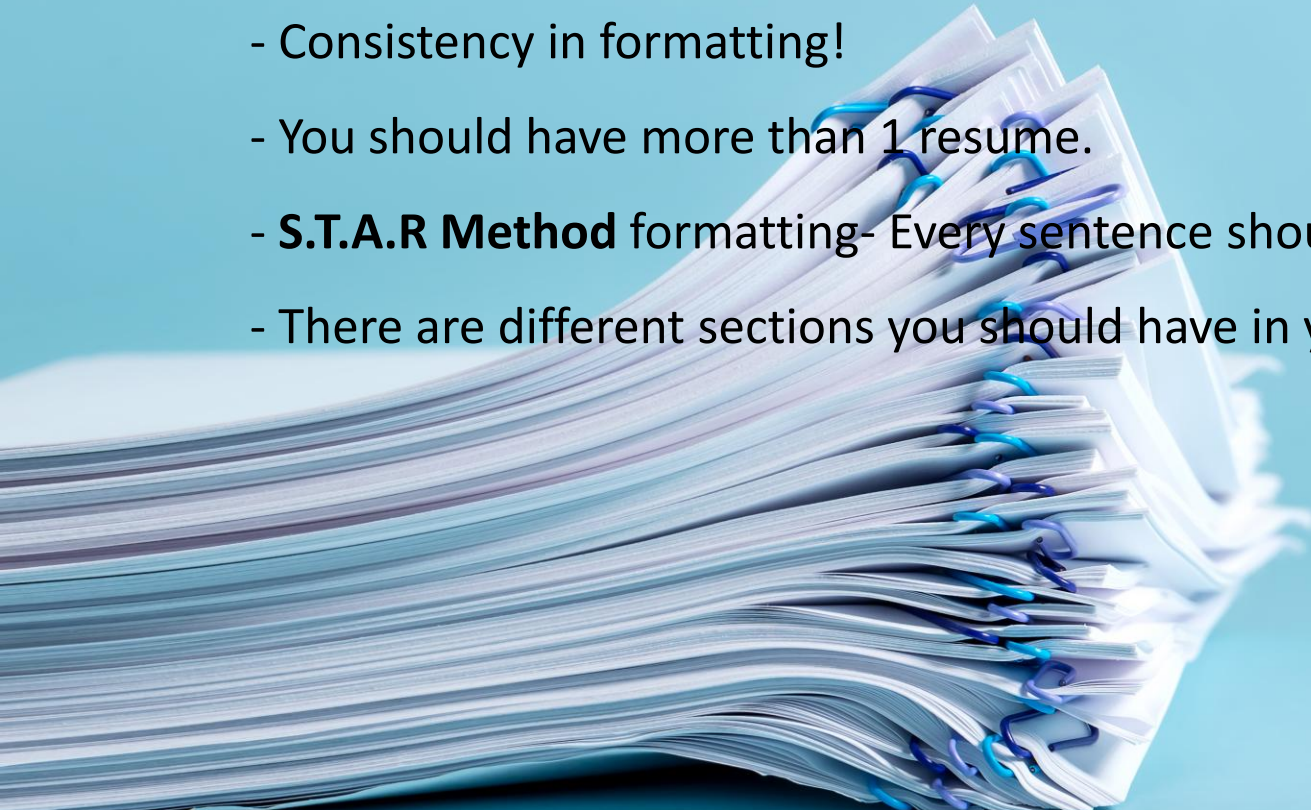
Firstly, what even is Career Development?

Taking the necessary steps to develop skills that can impact your professional development. What are some skills you may be wondering? – Professionalism, Networking, and Goal setting.

This session should help you understand the different steps to take to develop these skills and set yourself up for future success!

Resume formatting

- Your resume should **only be 1 page long!** Pick your experiences that are most relevant towards the role you're applying to and most recent.
- Consistency in formatting!
- You should have more than 1 resume.
- **S.T.A.R Method** formatting- Every sentence should be carefully drafted.
- There are different sections you should have in your resume that we will take a closer look at..



Section 1- Profile

Your profile should be a brief description of yourself relating to the role you are applying for.

Example:

Dedicated student with over 2 years of sales experience. First-hand leadership experience and highly committed to contributing to a team.

Let's compare...

Let's compare these two sections. Can you see they are both describing the same role but the second one is way more specific and convincing..

Example: Tina is applying to be a Software Engineer Intern at Microsoft. Which profile fits this role the best?

Option A:

Confident and experienced individual with a variety of experiences that make me a suitable individual for a position on your team.

Option B:

Innovative and creative Software Engineering student with over 2-years of project experience in Python, JavaScript and C++. Committed, determined, and open to new learning experiences at Microsoft.

A close-up photograph of four hands from different people, all giving a thumbs-up gesture. The hands are arranged in a cluster, with the thumbs pointing upwards. The people are wearing business attire, including dark blue suits and white shirts with blue striped cuffs. The background is blurred, showing what appears to be an office or modern building interior with large windows and some greenery.

You are correct- Option B!

- It is not as vague and is specified towards the role!

Checking In...

Any Questions? Feel free to ask anytime!



Section 2- Education

The next section of your resume should be your education. You can follow this format:

Your degree: University Name/ High School Name

Specialization: Your degree specialization e.g., Journalism

Key Courses: Academic accomplishments

Here's an example...

Bachelor of Arts: York University

Specialization: Journalism

Key Courses/Projects: Journalism 101 , English Literature 115, Communication and Media Studies 100

- Feel free to talk about relevant projects you carried out in the class!

Section 3- Work Experience using the S.T.A.R method

Have you heard of the S.T.A.R method (aka the RATS method).

S- Situation

T- Task

A- Action

R- Result



Personal Example using the S.T.A.R method

From one of my mentorship sessions at Stepping Stone...

In high school I was the Social Advertising Coordinator on my school's Student Representative Council. I used to do school announcements over the intercom every morning, so I said:

- **'Prepared and conducted morning announcements over intercom system.'**

Notice how there is so much more room for me to be more specific. Instead of writing that.. my mentor suggested that I edit it to this:

- **' Selected as 1 of 2 students to prepare and conduct morning announcements to 1200 listeners my high school's population) over intercom system.'**

This is so much more specific and sounds so much more impressive even though I just re-worded what I previously wrote.

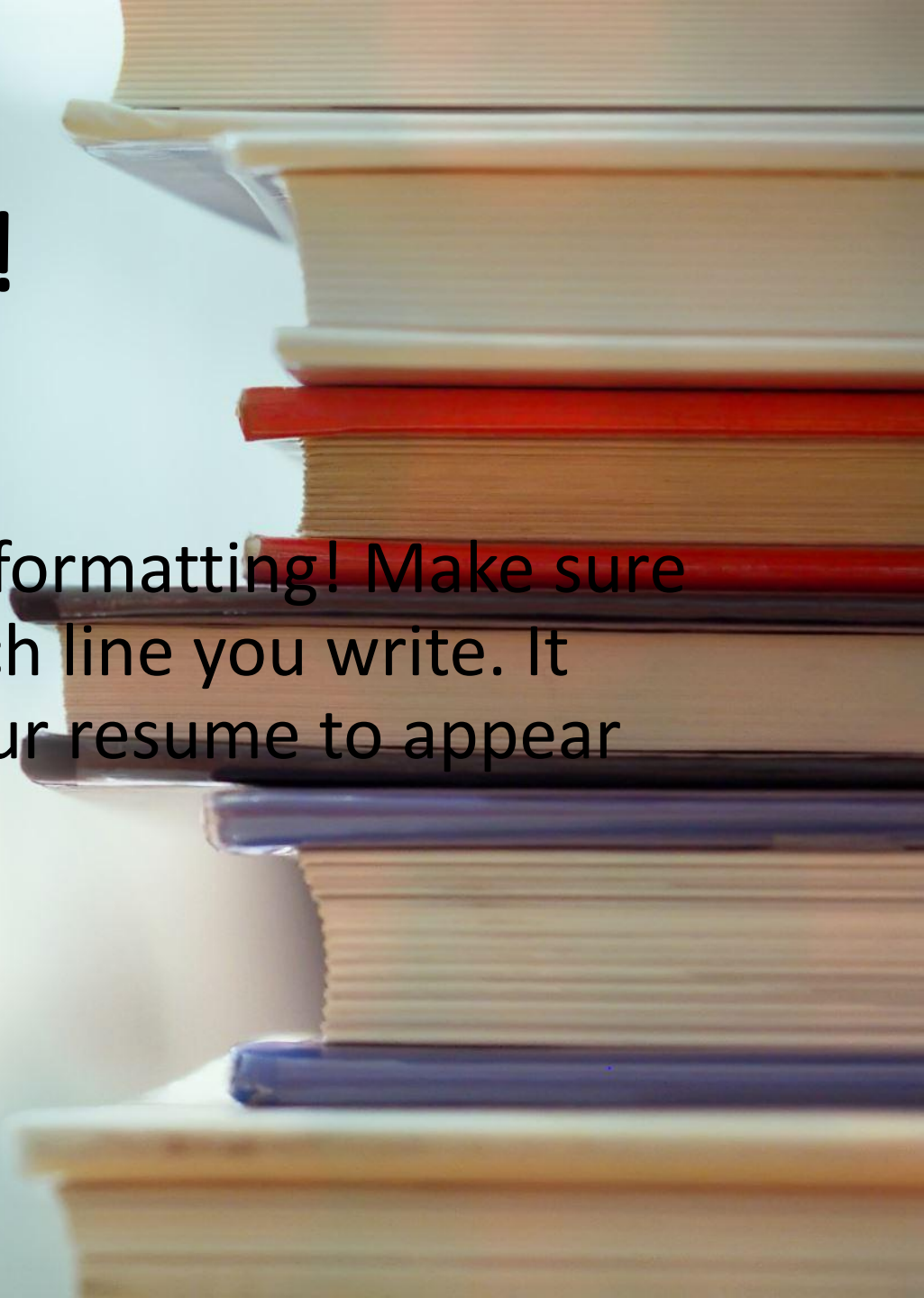


How do I even get experience?...

- A very common question always arises, how do I get a job if I've never even had a job before...
- 1. Volunteering
- 2. Networking
- 3. Shadowing
- 4. Join Clubs
- 5. Internships/Apprenticeships

Important!

Don't forget to be consistent in your formatting! Make sure you have equal space in between each line you write. It makes a big difference and allows your resume to appear neater and more professional!



Section 4- Extra Curricular Experience

Like the previous section, use the S.T.A.R method to discuss your extra curriculars. Make sure you always begin your sentence with a strong action verb.

For example, instead of saying '**Worked alongside** my peers to **complete** a project.'

Say '**Created and innovated with** my peers to **successfully create** a project.'

Word choice is very important, make every sentence count!

Note: Don't forget to write the duration of your time in the position on the righthand side of your resume.

E.g., Football Captain

Sep 2019 – June 2020

Section 5 (Last Section)- Skills and Interests

- Include relevant skills and interests! Mention unique skills that allow you to stick out. Focus on hard skills e.g., Coding, Graphic Design, Data Analysis etc. rather than soft skills e.g., Outgoing, Leadership, Team-work.
- Your soft skills should be reflected through your experiences.
- You can see an example of a full resume on the Stepping Stone program..

Important!

You should have more than 1 resume. You should always edit your resume and make it align more with the job you are applying to. You can't expect the exact same resume you used to get you a job in one field get you a completely different job too!

Checking In...

- Any Questions?
- What is one thing you learned about resume formatting?



The background of the slide features a top-down view of a workspace. In the upper left, there are architectural blueprints with technical drawings and text like 'Sula S8' and 'S10'. A ruler and two pairs of compasses are scattered across the blueprints. In the bottom left corner, a portion of a white computer keyboard is visible, showing keys for numbers, letters, and function keys like 'command' and 'option'.

Cover Letter

- A cover letter (aka motivation letter) is a document that employers usually ask for alongside your resume to explain your motivation behind applying for a job and why you would be a perfect candidate. A cover letter should be 1-page long and should provide information about the additional skills you have that relate to the job you are pursuing.

- We are going to go over the layer of an ideal cover letter. I have split it into two sections.

Cover letter Layout – Section 1

Let's imagine I asked you for a cover letter in order to employ you for as a Logistics Manager position at my company called Excel Today. Here is how you set up the first part of the letter.

NAME

(Contact information identical to resume)

T'Olu Akinwande

(Contact Name)

Logistics Manager

(Job Title)

Excel Today

(Company Name)

123, Excellence Lane

(Company Address)

Kelowna, 12345

(City, Postal Code)

Cover Layer Layout- Section 2

In this section we will be going over the title and content of your cover letter.

Example

Re: Logistics Manager, Job ID Number (if available)

Dear Mr./Ms. Last name/ Hiring Manager

Introductory paragraph- Start strong and captivating! Show your enthusiasm, thoughts and excitement about the company. Mention the names of current employees of the company that you have networked with to add value and show your commitment. Lastly, end the paragraph by mentioning a few skills that make you the best fit for the position.

Body paragraph- Demonstrate your experiences efficiently by using the STAR method. You can have 2-3 body paragraphs.

Closing paragraph- End on a positive note and show how intrigued and interested you are about the company once again. Thank the employers for their time and keep the dialogue open for follow-up.

Sincerely,

Your Name.

Need more resources?

A variety of Universities in Canada provide resume and cover letter support on their websites.

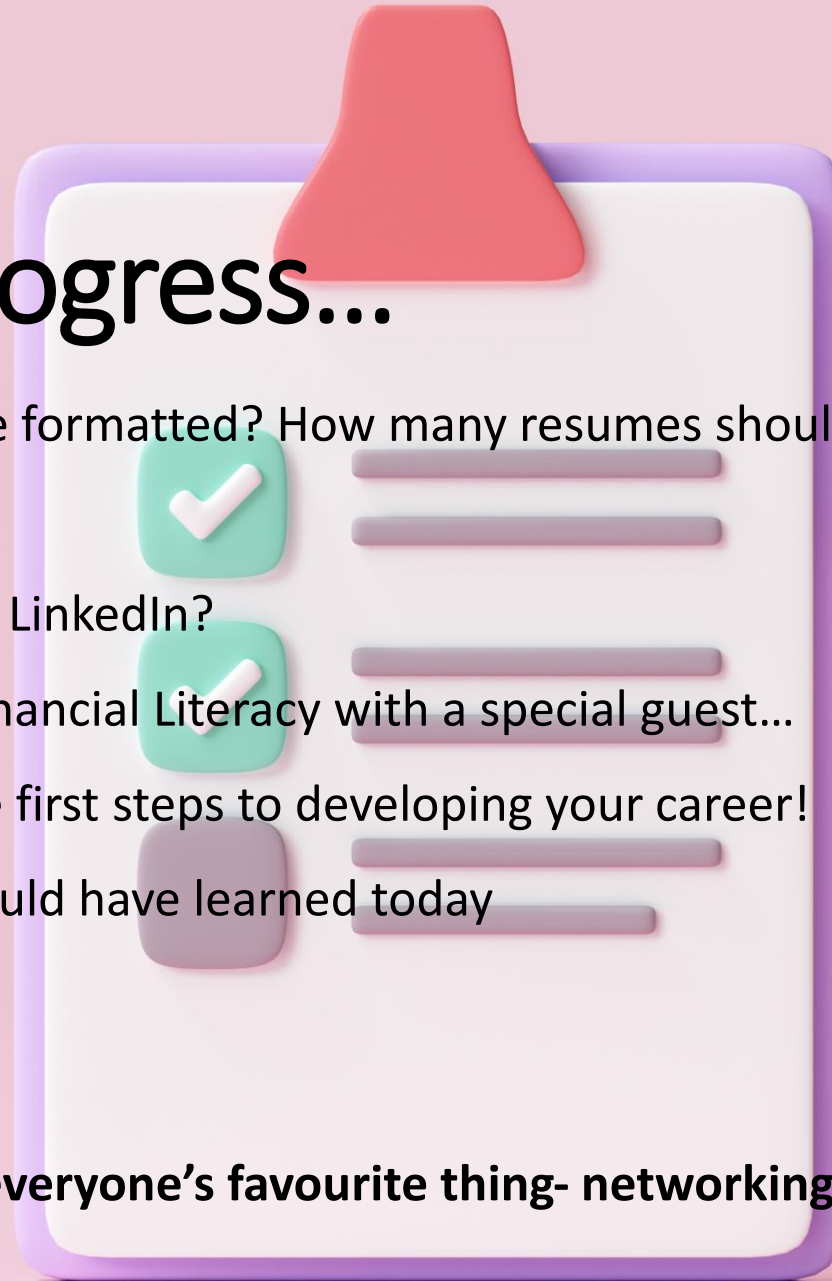
- Here are some more websites where you can learn about resume and cover letter building!

- My Perfect Resume
- EnhanCV
- Resume Labs
- Resume Help
- Live Career

Checklist- Progress...

- ☒ How should my resume be formatted? How many resumes should I have? Cover letters?
- ☒ More Resources?
- ☐ What even is networking? LinkedIn?
- ☐ Touching the surface of Financial Literacy with a special guest...
- ☐ Don't be afraid to take the first steps to developing your career!
- ☐ Summary of what you should have learned today
- ☐ In conclusion...

Now it's time to talk about everyone's favourite thing- networking!



Networking!!



Networking is Important!

Networking is so important when you are trying to develop your career! Connections, connections, connections!

Via some networking apps like LinkedIn, you can connect and reach out to people in similar fields as yourself and learn about amazing opportunities!

Although there are a lot of opportunities, they aren't just going to come to you. Reach out to people and put yourself out there! Don't be scared :)

I want to reach out to someone, but I don't even know what to say... I got you!

Use this simple template if you are trying to reach out to someone and are not sure what to say! Feel free to take a picture or shoot me a text on LinkedIn if you want me to send it to you :)

Template Layout:

Hi **[Recipient's Name]**, I came across your profile and would love to connect with you. Please can I spare **[X minutes]** of your time to discuss **[specific field or topic]**. Your time would be greatly appreciated.

Thank you,

[Your name]

- You want to be very respectful and specific :)

Staying in touch!

You want to be very professional and enthusiastic when reaching out to others. You want to leave a positive mark. Be charismatic and say things that will make you memorable! Stay in touch, when you stay in touch, people are more likely to think of you when opportunities arise.

Let's create a LinkedIn Profile!

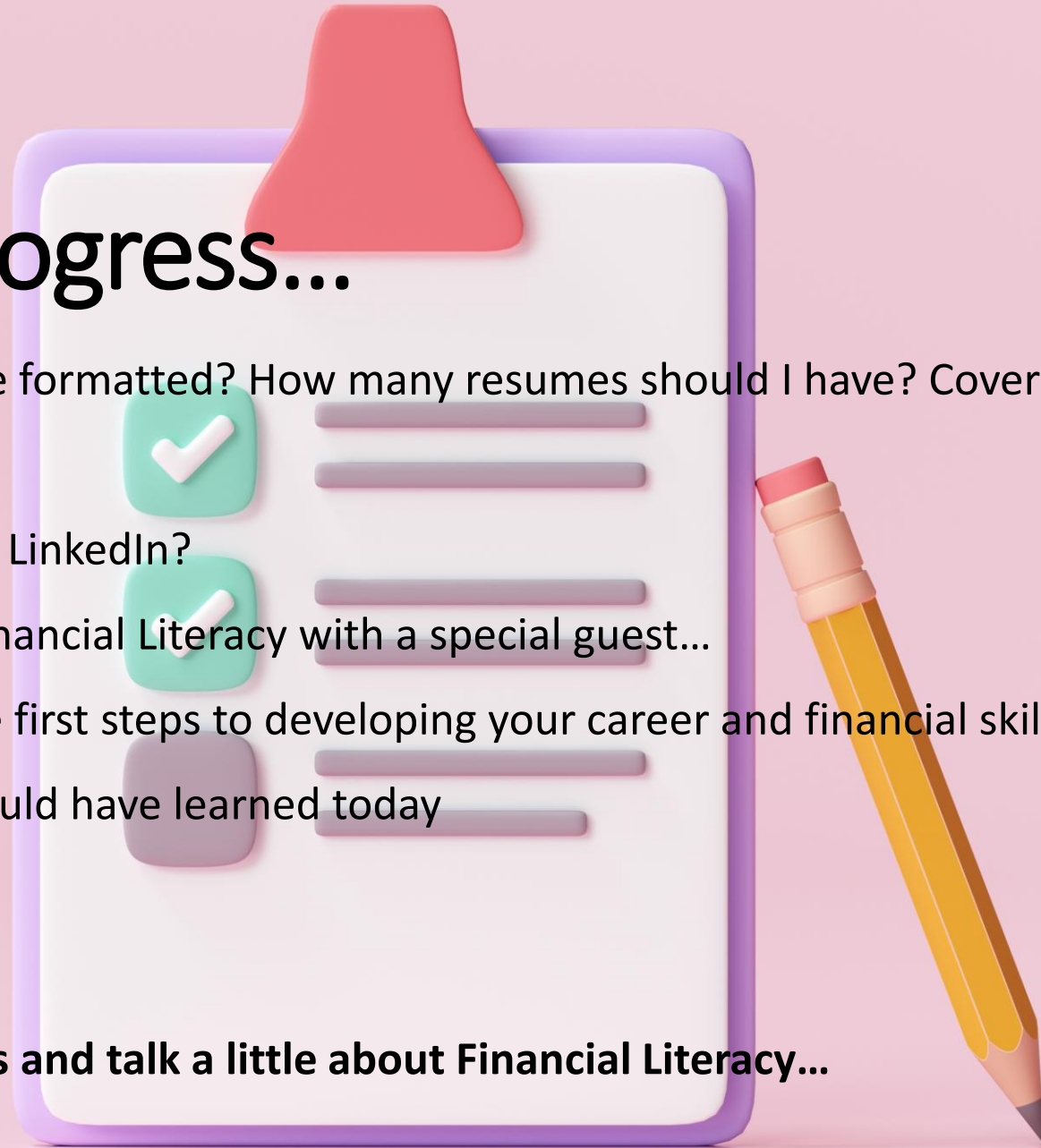
Do you have a LinkedIn profile? If not, great! Let's make one right now. Head over to <https://www.linkedin.com/> and create a profile!

Already have a LinkedIn profile? Great! In this time, I want you to head over to your profile and take one step to enhance it. Reach out to someone in a similar field as you and ask about opportunities! Add a skill to your profile! Those are only a few ways in which you can enhance your profile. Need more suggestions? Send me a message in the chat :)

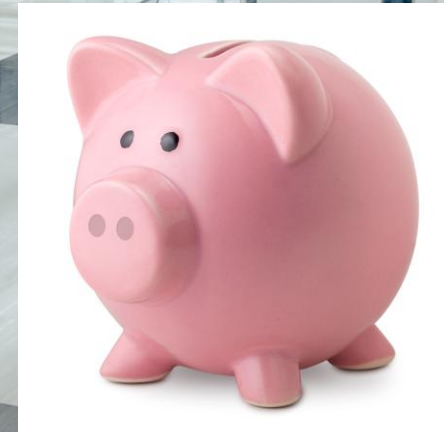
Checklist- Progress...

- ☒ How should my resume be formatted? How many resumes should I have? Cover letters?
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- ☐ Don't be afraid to take the first steps to developing your career and financial skills!
- ☐ Summary of what you should have learned today
- ☐ In conclusion...

Now it's time to switch gears and talk a little about Financial Literacy...



Financial Literacy



What is financial literacy?

- Skills that allow an individual to make smart decisions regarding money.

5 characteristics of Financial Literacy

- **Earn** – Do you have various sources of income?
- **Spend** – How are you spending your money?
- **Save and Invest** – Are you spending all your money or saving some?
- **Borrow**- What are the different sources?
- **Protect** – Is your money secured efficiently?

Goal setting and planning

GOALS

Make SMART Goals

S- Specific

M-Measurable

A- Achievable

R- Reasonable/ Relevant

T- Time-based

PLANNING

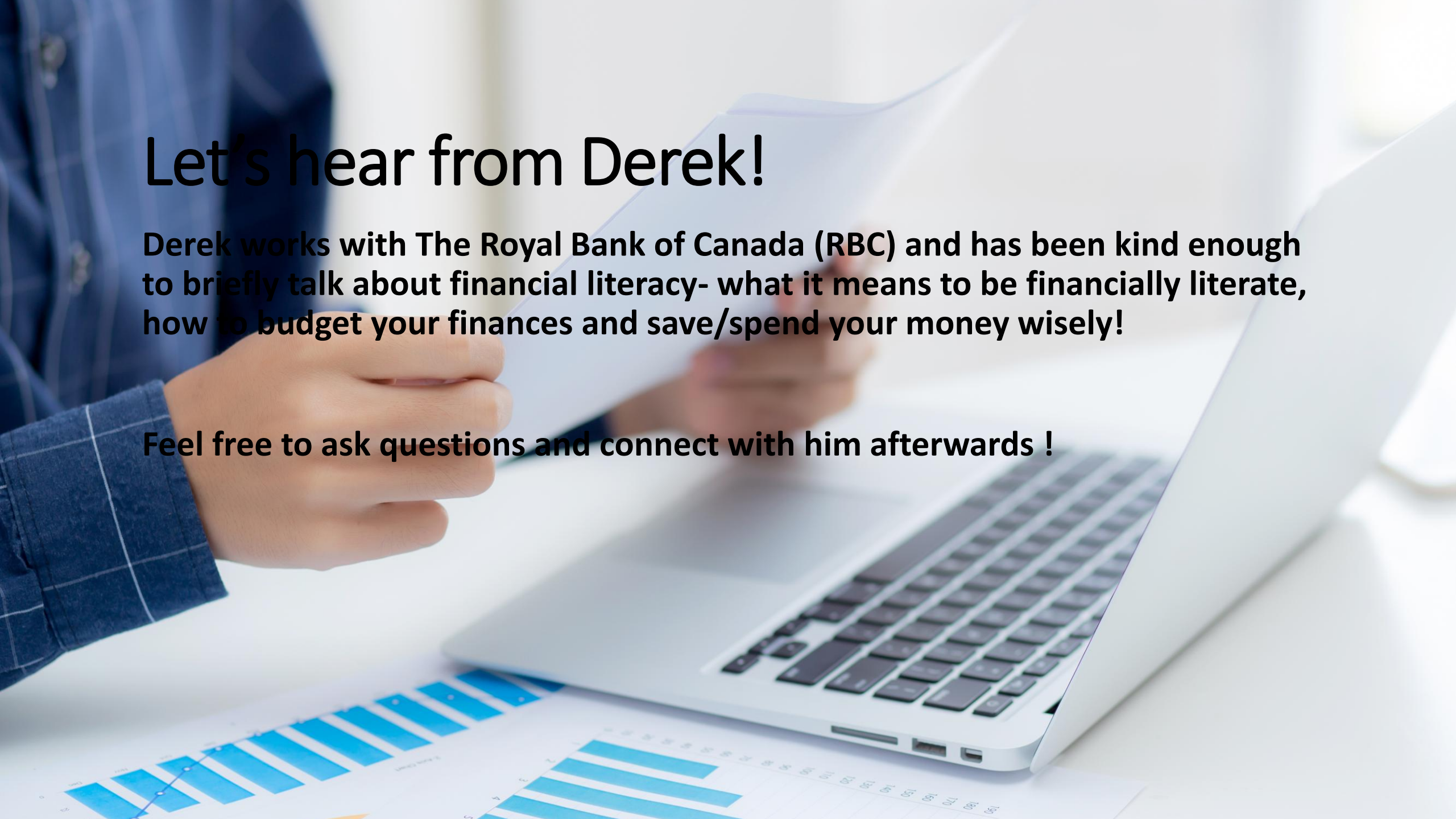
Ensure to give yourself a timeline of when you would like to achieve your goals to keep yourself accountable!

S	Specific Clearly State your Goal
M	Measurable Ensure you can Measure Success
A	Attainable Set Goals you know you can Achieve
R	Relevant Set Goals Relevant to your Career or Education
T	Time-Based Set a Deadline for Completion

Let's hear from Derek!

Derek works with The Royal Bank of Canada (RBC) and has been kind enough to briefly talk about financial literacy- what it means to be financially literate, how to budget your finances and save/spend your money wisely!

Feel free to ask questions and connect with him afterwards !



Resources to learn more about financial literacy

- The Dave Ramsey Show
- Stress Test
- Nerd Wallet
- Investopedia
- Webinar: The Last Act

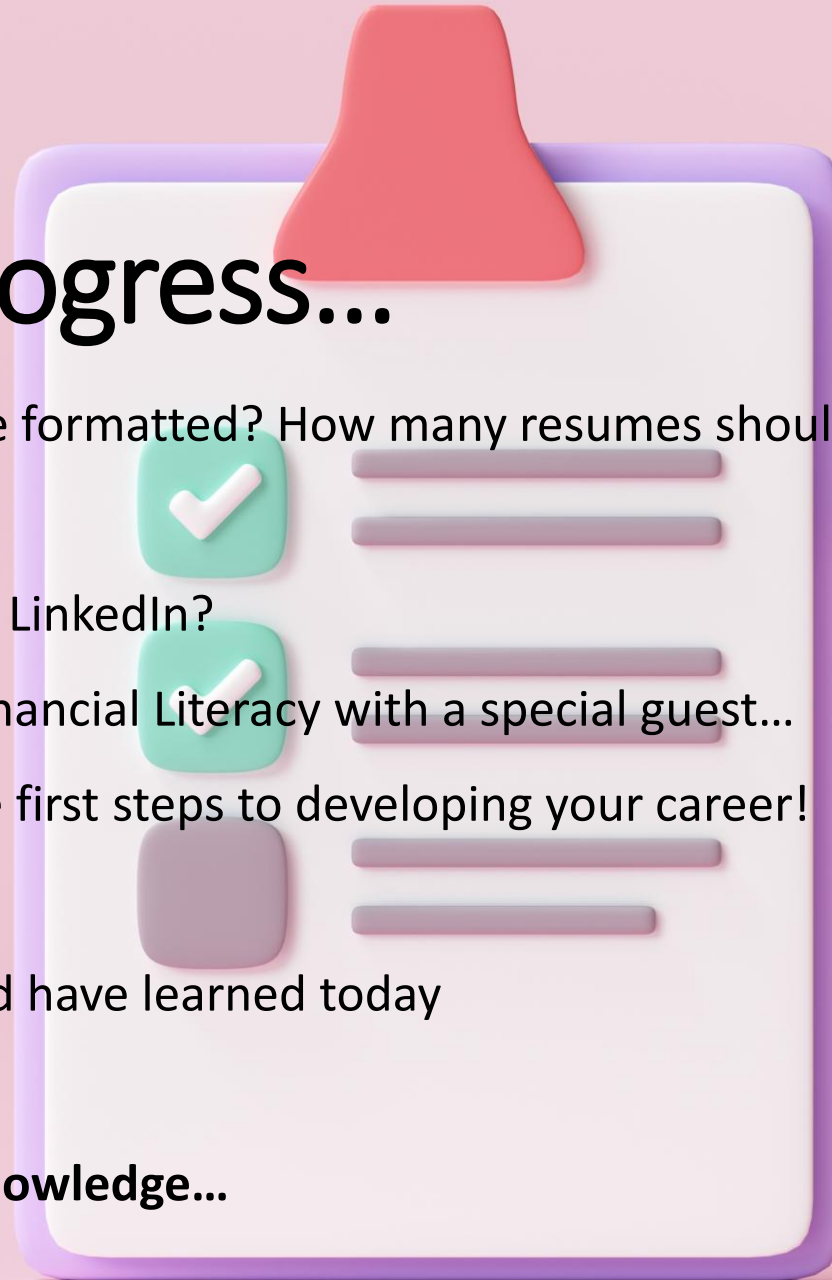
You can do this!

It all might seem intimidating at first, but you can do this!
Start slow and take the necessary steps to develop your
career and improve your financial skills!

Checklist- Progress...

- ☒ How should my resume be formatted? How many resumes should I have? Cover letters?
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- ☒ Don't be afraid to take the first steps to developing your career!
- ☒ More Resources?
- ☐ Review of what you should have learned today

Now it's time to test your knowledge...

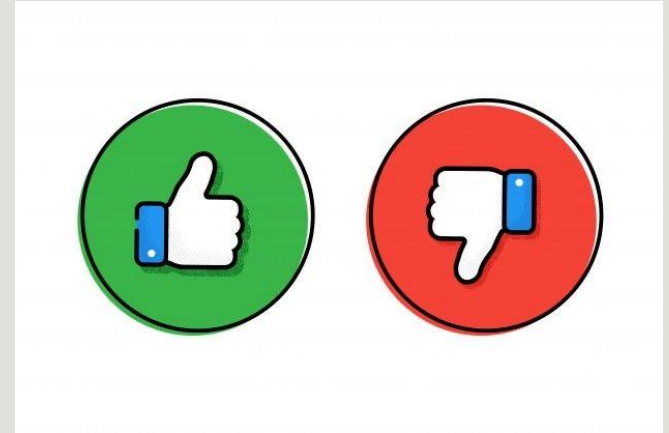


Testing your Knowledge...

You guessed it! Another Google Form! What did you learn and how did you enjoy this program? Let me know! :)

Link:

https://docs.google.com/forms/d/e/1FAIpQLScttSMFRd649afztF8r4yChmt58955hWZhRfgJJ7T2IKWtJ9g/viewform?usp=sf_link



Thank you 😊

Thank you so much for taking time out of your day to attend this workshop!!! I hope you learned something new about career development and financial literacy.



Let's connect!

Shoot me a text on LinkedIn if you have any questions :)

[linkedin.com/in/t-oluwani-akinwande-587a0125b](https://www.linkedin.com/in/t-oluwani-akinwande-587a0125b)