

MODULE 2:

JOB READINESS TOOLKIT



Name: _____ Date: _____

MODULE 2: JOB READINESS TOOLKIT

The purpose of this module is to:
evaluate and practice effective
communication in applications, resumes,
basic introductions and interviewing.

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RELAYING SKILLS AND ACCOMPLISHMENTS

- Use bulleted statements
- Start with action verbs
- Keep it short
- Quantify – whenever possible, show measurable accomplishments by using numbers, percentages (%), and/or amount of money (\$)
- Avoid personal pronouns
- Incorporate keywords from the job posting

LET'S PRACTICE

Before: Duties included me emptying trash cans, dusting, vacuuming floors, cleaning bathrooms, changing bed linens and replacing used items such as towels, soaps, complimentary coffee and mini bar items.

Improved: Cleaned and replenished up to 16 rooms daily for a high-end hotel chain.

Before: Managed employees in the operations department

Improved: _____

Before: Answered phone calls

Improved: _____

LESS IS MORE (CONTINUED)

Before: Helped create two safety training manuals

Improved: _____

Before: Provided excellent customer service

Improved: _____

Before: Responsible for assisting customers with transitioning from federal assisted programs to gainful employment

Improved: _____

LET'S PRACTICE

Bulleted Statement: _____

Improved Bulleted Statement: _____

SIMILAR BUT DIFFERENT

In the column labeled **Applications**, list items that you believe belong ONLY on an application, but not on a resume.

In the column labeled **Resumes**, list items that you believe belong ONLY on a Resume, but not on an application.

In the column labeled **Both**, list items that you believe belong on both.

APPLICATIONS	RESUMES	BOTH

LET'S PRACTICE

Fill out the **Employment Application** sample on the following two pages and keep it as a guide when completing employer applications.

Employment Application

Position applying for: _____

EMPLOYEE INFORMATION

Name: _____
LAST FIRST MIDDLE

Telephone: _____ Email: _____

Address: _____

Are you able to perform the essential functions of the position with or without accommodation? Yes No

Are you legally eligible to work in the U.S.? Yes No Are you seeking a permanent position: Yes No

Shift(s) you are able to work: Any Day Night Swing Rotating Split Graveyard

If necessary for the job, are you able to work overtime? Yes No

If necessary for the job, are you older than: (check one) 14 15 16 18 19 21

If necessary for the job, are you able to provide a valid Texas Driver's License? Yes (If yes, fill out below) No

Type of License: _____

Endorsement(s): Hazardous Cargo Passengers Tankers School Bus Double/Triple Trailers

I will be able to report to work _____ days after being notified I am hired.

EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary. No more than 10 years history recommended.

EMPLOYER NAME AND ADDRESS: _____ _____ _____ PAY: \$ PER:	POSITION TITLE, DUTIES, SKILLS: SUPERVISOR: TELEPHONE:	START DATE: END DATE:	REASON FOR LEAVING:
EMPLOYER NAME AND ADDRESS: _____ _____ _____ PAY: \$ PER:	POSITION TITLE, DUTIES, SKILLS: SUPERVISOR: TELEPHONE:	START DATE: END DATE:	REASON FOR LEAVING:
EMPLOYER NAME AND ADDRESS: _____ _____ _____ PAY: \$ PER:	POSITION TITLE, DUTIES, SKILLS: SUPERVISOR: TELEPHONE:	START DATE: END DATE:	REASON FOR LEAVING:
EMPLOYER NAME AND ADDRESS: _____ _____ _____ PAY: \$ PER:	Position title, duties, skills: SUPERVISOR: TELEPHONE:	START DATE: END DATE:	REASON FOR LEAVING:

Summarize other employment related to this job:

EDUCATION

	INSTITUTION NAME	YEARS COMPLETED	FIELD OF STUDY	DEGREE
High School				
College/University				
Business/Technical				
Additional				

MILITARY

Are you a veteran? Yes No Duty/specialized training: _____

SKILLS AND QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

REFERENCES

List two personal references who are not relatives or former supervisors.

NAME	TELEPHONE	OCCUPATION	YEARS KNOWN
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NAME	TELEPHONE	OCCUPATION	YEARS KNOWN
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CONTACT

In case of accident or illness, please contact:

Name: _____ Telephone: _____ Relationship: _____

Address: _____

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references. If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Signature of Applicant

Date

TERRY CLAYTON

301 Estelle, Houston, TX 77000
832.376.0000

terry.clayton@gmail.com
linkedin.com/in/tclayton

Certified Public Accountant with ABC Company

Certified Public Accountant (CPA) with extensive experience in GAAP and Sarbanes-Oxley (SOX) auditing procedures. Outperformed competition by 55% by providing risk consulting, risk analytics and risk technologies to international companies. Maintained state and federal compliance by mastering tax laws and organizational compliance.

Areas of Expertise

GAAP	Sarbanes-Oxley (SOX Auditing)	Financial planning
Tax Laws	Organizational compliance	Mergers and Acquisitions
International Exposure	Risk and Tax Implications	Inventory Control

Career History

Accountant – Marathon Oil Houston, TX 01 / 2008 – Present

- Reported directly to senior financial manager of a Fortune 500 company
- Maintained statements of cash flow, income statements, and corporate balance sheets with revenues exceeding \$50M.
- Created auditing program that cut observation times by 25%
- Wrote and designed inventory control module in Excel, saving company 20% annually
- Performed audits worldwide, including financial / operational audits over \$10 + M
- Advanced proficiency in software programs; SAP and QuickBooks
- Educated groups of 15-30 board members on state and federal compliance procedures

Senior Tax Accountant – Ernst & Young LLP Houston, TX 07 / 2000 – 12 / 2007

Received “Accountant of the Year” Award, 2006 & 2007

Promoted to Senior Tax Accountant, 1 / 2004

- Advised and guided 20 businesses to become more effective at managing scarce resources, making better business decisions and reducing client’s exposure to negative events
- Possessed in-depth digital age tax knowledge, worked with global financial services, media, and automotive companies
- Coordinated with 15 cross-functional teams across global networks, borders, and industries
- Established relationships with entrepreneurs and worldwide organizations, developing tax and business skills domestically and a multinational basis
- Consistently assessed areas of risk, advised clients on the taxation implications of international trade and assisted them in complying with customs regulations

Education

Certified Public Accountant		Houston, TX
Masters of Business Administration	Mays Business School, Texas A&M	Houston, TX
Accounting, Bachelor of Business Administration	University of Houston	Houston, TX

TELL ME ABOUT YOURSELF

LESSON C

The statement employers ALWAYS include in one form or another is, "Tell me about yourself." In the space provided below, write down your answer to this request.



CAREER EXPLORATION AND ASSESSMENT TOOLS

- **Keirsey Temperament Sorter** – www.keirsey.com
The Keirsey Temperament Sorter®-II (KTS®-II) is the most widely used personality instrument in the world. It is a powerful 70-question personality instrument that helps individuals discover their personality type and align their career choices with personal strengths and preferences.
- **O*Net Career Exploration – My Next Move** – www.mynextmove.org
The O*NET Interest Profiler can help you find out what your interests are and how they relate to the world of work. You can find out what you like to do and it helps you decide what kinds of careers you might want to explore.

ONLINE JOB SEARCH TOOLS

- **Workforce Solutions** – www.wrksolutions.com
Workforce Solutions has full- and part-time offices across the 13-county Gulf Coast region. The staff at these locations help people find jobs, keep jobs or get better jobs. We offer job search and job matching assistance, career counseling and financial aid for education/training or work support.
- **CareerBuilder** – www.careerbuilder.com
Helps millions of people find jobs; search and apply for the most up-to-date job postings, sign up for job alerts, and find jobs that match your interests.
- **Indeed** – www.indeed.com
The #1 job site worldwide with over 200 million unique visitors per month, providing job seekers free access to millions of jobs from thousands of company websites and job boards.
- **Houston Business Journal** – www.bizjournals.com/houston
You will find the latest breaking business news, weekly top stories, job openings, latest news of Houston's industries, company information, etc.

SOCIAL MEDIA NETWORKS

- **LinkedIn** – www.linkedin.com

A social network for anybody interested in new opportunities, growing their careers and connecting with others. All sorts of jobs listings are posted on LinkedIn and it will recommend specific jobs to you based on your current information, including your location and optional job preferences that you can fill out to get better-tailored job listings.

- **Facebook** – www.facebook.com

A popular, free social networking website that allows registered users to create profiles, upload photos and videos, send messages and keep in touch with friends, family and colleagues. Allows members to post, read and respond to classified ads, job postings, etc.

- **Twitter** – www.twitter.com

Twitter is an online news and social networking service on which users post and interact with messages known as “tweets.” Twitter also provides you with a valuable tool for building a positive online reputation and bringing you to the attention of employers and recruiters.

RESUME TIPS

YOUR RESUME SHOULD:



1 BE PERSONALIZED

Your resume should look, feel and sound like you on paper.



2 BE CUSTOMIZED

Your resume should fit the specific position. Research should be done on the company, industry, etc. to determine best format.



3 BE RIGHT FOR THE EMPLOYER

The employer's perspective matters most. The "right" opinion is that of the person sorting through the applicant pool.

INTRODUCTION

Hello, my name is _____.

TARGET

I'm looking for work as a _____.

EXPERIENCE

I have _____ years of experience in _____.

and _____ years of experience in _____.

I would describe myself as _____ and _____.

SKILLS

Examples: Customer service, data entry, answering phones, construction, handling cash, designing websites, auto mechanics, etc.

1. _____

2. _____

3. _____

ACCOMPLISHMENTS

State your accomplishments with action verbs and measurements such as: numbers, percentages (%), and/or amount of money (\$).

1. _____

2. _____

3. _____



www.wrksolutions.com
1.888.469.JOBS (5627)