

# WORKFORCE

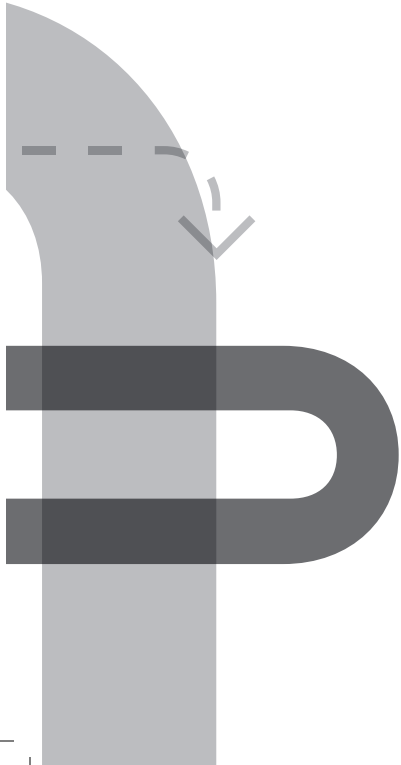
DEVELOPMENT  
PROJECT

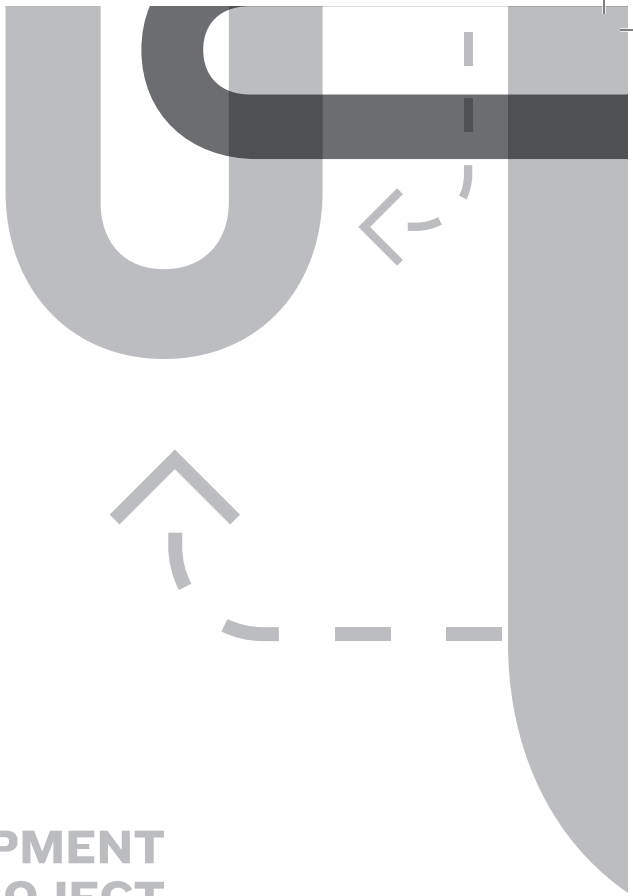
## JOB SEARCH HANDBOOK

BROUGHT TO YOU BY  JCCGCI



**WORKFO**

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**ORCE** DEVELOPMENT PROJECT



# WELCOME

Welcome to the JCCGCI Workforce Development Program!

As you begin your journey towards finding a rewarding and fulfilling job, you have a long road ahead of you with many obstacles to overcome -- and also possibilities from which to choose.

This booklet and the JCCGCI Workforce Development Program was designed to give you the information, career counseling, training and tools to navigate the your job search and career. We will also help you with direct job placement.

Much thought has been put into creating this booklet by seasoned job training professionals Mordechai Kruger and Yuri Kruman. Just like the Workforce Development Program itself, this booklet is sequential, starting from self-discovery, moving toward a career plan, resume, job hunting and being on the job itself.

The booklet is thorough, but not necessarily exhaustive. It is meant to be a starting point to get you on the road to a good job with growth potential and a fulfilling career.

Wishing you tremendous hatzlacha and success!

Special thanks to Mordechai Kruger of [jobsearchforchampions.com](http://jobsearchforchampions.com) and Yuri Kruman, our Deputy Director, for their assistance with this booklet and putting together the program curriculum.

Sincerely,

**Rabbi Yehoshua Werde**

*Director JCC Workforce*

To find out more about us visit [jccworkforce.com](http://jccworkforce.com)  
or email us at [workforce@jccgci.org](mailto:workforce@jccgci.org)

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# MANAGING YOUR EXPECTATIONS

BY YURI KRUMAN

**FINDING A JOB** with little or no experience can be tough. It can be even tougher if you're not sure what industry or role to try for, what you're good at or what you would enjoy most.

Expectations are high and the pressure is on. You likely have a family to provide for, bills to pay, plus other obligations. A friend says he's making \$100K in the cash advance. Another's bringing in \$80K in the home health business.

It feels like you have to make \$80K or \$100K in your first job. No way, you can't just take that \$15 an hour job that comes your way.

Right?

**Wrong.**

Learning about yourself, planning your career and finding a job you really like all take time but are all SUPER IMPORTANT.

Employers are demanding, but....

**What do they actually look for when they hire?** (We know, because they told us this directly)

1. They want someone **reliable**. That means you actually do what you say you'll do. That means you know how to behave with your boss, with your colleagues and with clients.
2. You're **hungry** and **quick to learn**. You ask good questions and write

down what you're told, so you don't have to ask again.

3. You **don't ask** about promotion and a pay raise **until you earn** it by adding great value to the business consistently.
4. You're fine making a lower rate (minimum wage or a little higher) up front while you **learn your way around the industry, get trained** and **pick up the skills you need**, so you can get a higher-paying job with greater growth potential.
5. Your **first full-time job** when you have very little or no experience is most likely going to **pay** \$45K-\$60K up front. \$80K or \$100K in your first job is very rare, if not impossible. **Adjust your expectations, accordingly.** \***Keep in mind** that the value you're getting from learning the trade, picking up hard skills and learning to communicate well will set you up for a better job with higher pay within 1 1/2 to 2 years, if not less, depending on your performance.
6. You're **grateful** for the opportunity to learn, but are also **here to contribute** to growing the business.
7. You're **ok starting low and slow at the beginning**, but will work hard to show your value, so you can stay longer and get promoted and paid more.
8. You **look and act professional, dress cleanly**, present well to clients and do not act too heimishe.
9. You show up **on time, every time**.
10. You **pick up** the phone **promptly** and **answer email quickly**. You have a **voicemail and email address set up** and can be reached quickly, when needed.
11. You learn quickly how to **communicate well** with clients, vendors and other colleagues inside and outside of the community.
12. You understand that an employee's first priority is to **be reliable, take stress off the boss's plate** and **get things done** on time, as asked. This builds trust and shows your value, which gets you closer to a promotion and better pay.

One more important question...

**If you don't have any experience, what can you really offer?**

1. Your time, energy, effort and curiosity



2. Your willingness to learn quickly and contribute to growing your boss's business
3. Your hunger to move up quickly while doing things the right way - "paying your dues."
4. The skills you've developed by living life and studying.

\*A career counselor can help you to find and name those skills and experiences that have made you who you are, that are valuable to a business and your future boss.

These must be presented well in a resume before you can get an interview. In the interview, you must present yourself well in appearance and the way you speak. We will cover this in a separate article.

*In conclusion, you have more to offer an employer than you may think, but may need help to present yourself well and to know what to say - and just as importantly, what NOT to say - to your potential future boss.*

*Once you've adjusted your expectations, you will be on much better footing for career counseling, interviewing and getting a great job that you'll love!*

# HOW TO JOB SEARCH?

BY MORDECHAI KRUGER

*"It's not the most qualified person who gets the job.  
It's the qualified person who knows how to get hired."*

**ONE OF THE BEST PLACES** to find information on the job market is the Federal Bureau of Labor Statistics. You can find the latest reports on employment at their website, [bls.gov](https://www.bls.gov). One number they keep track of is how many people get hired each month. The current rate is about 4.8 million. That means that every month, 4.8 million people hear those magic words, "You're Hired!". So there are jobs out there, and people with the right background and training are being hired to fill them. People who may be very similar to that fellow you know who is still looking. Because in today's job market, having the skills for the job is not enough. Today, no matter what job you are applying for, you are competing against other qualified candidates. To stand out from the pack, you need another skill, one that they don't teach in school, or anywhere else.

Job search expert Richard Bolles wrote over 40 years ago in his groundbreaking book, *What Color is Your Parachute?* (yes, you should read it. Right away. This year's edition) that when several candidates are competing for a job, "It's not the most qualified person who gets the job. It's the qualified person who knows how to get hired." Let me repeat that point. Aside from all the skills and talents that are needed to succeed in a job, there is a separate skill called "how to get hired". It is the skill that makes a candidate stand out from the competition, that conveys the message that

in addition to being qualified, “I am the best person for your job.”

There are three essential components of this skill. The first is to identify the job which you really should be looking for, the one where it is true that, because of your unique combination of background, skills, and talents, you are the best person for the job. The second is to zero in on the companies or employers who hire people to do that job. And the third is to build the network you need to contact the people who can hire you. These three comprise the kind of proactive job search that has the best chance of success.

The key to success in job hunting is to realize that, unless you married the boss’ daughter, no one can “give” you a job. But you can be the kind of job hunter that finds one.

## **WHAT ARE THE HOT INDUSTRY’S TO FIND A JOB?**

I was visiting a synagogue recently, and I went over to the Rabbi to introduce myself. He asked what I do, and when I answered, “I’m a job search and career coach,” he asked, “So what field is hot these days?” He looked at me a little funny when I answered, “any field can be hot,” so he explained, “No, I mean what field do you recommend to people, where they can find jobs?”

I suspect that many people would ask this question, and expect me to give my expert vision of the future, or at least a well-considered evaluation of the present. But I will stick to my answer, and I mean it. Any field can be hot or cold. Because you never go searching based on what the job is. Your search for a job begins with who you are.

Law school graduates have been in the news recently. Many of them can’t find jobs and some are even suing their alma maters, claiming that they were duped into investing years of their lives and huge sums of money, all in pursuit of a mirage. I’m not denying their pain and anger, but does that mean no one should go to law school? No, of course not. There is great demand for lawyers, and there always will be. No, let’s rephrase that. There is not great demand for lawyers, but there is demand for great lawyers. If someone dreams of practicing law, is blessed with some reasonable talent, and is willing to work very hard to make that dream come true, then law school is a great idea.

There are three qualifications listed in that last sentence. They need some careful attention because, like the message on the answering machine

always says, our options have recently changed. Given the demographic most likely to be reading this column, “reasonable talent” is not that rare. Your mother probably thinks you have it. Your grandmother thinks you’re a genius. But “dreams of practicing law” and “willing to work very hard” make people uncomfortable. Law school used to be seen as a type of finishing school, where you went while you decided what you really wanted to do, assured that you needn’t worry about the future because “you can do anything with a law degree.” Today, over 40% of recent law school graduates, while carrying a ton of student debt, are either working in a position that doesn’t require a J.D., or unemployed. The two factors repeatedly cited by successful graduates are a deep desire to excel in the practice of law, and strong class ranking.

These factors are not uniquely relevant to future attorneys. They reflect the reality of the world of work, regardless of the field, now and in the future. Finding a job in any field depends on demonstrating to a potential employer that you really want to do the job, and that you care enough about the work to do it very well. So while there is no guarantee that you will find your dream job, if you don’t have a dream, you may find no job at all.

Dreams don’t come true easily. Meridian Capital’s Ralph Herzka said that he was turned down by 18 banks before he closed his first deal. Tofutti’s David Mintz was ready to quit until the Lubavitcher Rebbe urged him to keep trying. “Chicken Soup” author Jack Canfield tells that he was turned down by hundreds of publishers until one said yes because they might sell about 20,000 copies. The series has now sold over 200 million copies in 37 languages.

So the Next Big Thing? It exists, inside each of us. Every person has a unique set of talents, interests, background, and motivation that, combined with hard work, will enable him to find and succeed in a job which is emotionally and financially rewarding. Sound like a dream come true? It should, because dreams really are what job hunting is all about.

# HOW TO MAKE A CAREER CHOICE WHEN YOU ARE UNDECIDED

## 6 STEPS TO CHOOSING A CAREER

BY DAWN ROSENBERG MCKAY

**WITH THOUSANDS OF OPTIONS**, how will you pick a career that's right for you? If you don't have any idea what you want to do, the task may seem insurmountable. Fortunately, it isn't. Put enough thought into it, and you will increase your chances of making a good decision.

### 01 ASSESS YOURSELF

Before you can choose the right career, you must learn about yourself. Your values, interests, soft skills, and aptitudes, in combination with your personality type, make some occupations a good fit for you and others completely inappropriate.

Use self-assessment tools, often called career tests, to gather information about your traits and, subsequently generate a list of occupations that are a good fit based on them. Some people choose to work with a career counselor or other career development professionals who can help them navigate this process.

### 02 MAKE A LIST OF OCCUPATIONS TO EXPLORE

You probably have multiple lists of occupations in front of you at this point—one generated by each of the self-assessment tools you used. To keep

yourself organized, you should combine them into one master list.

First, look for careers that appear on multiple lists and copy them onto a blank page. Title it “Occupations to Explore.” Your self-assessment indicated they are a good fit for you based on several of your traits, so definitely consider them.

Next, find any occupations on your lists that appeal to you. They may be careers you know a bit about and want to explore further. Also, include professions about which you don’t know much. You might learn something unexpected. Add those to your master list.

### **03 EXPLORE THE OCCUPATIONS ON YOUR LIST**

Now get some basic information about each of the occupations on your list. You will be thrilled you managed to narrow your list down to only 10 to 20 options!

Find job descriptions and educational, training and licensing requirements in published sources. Learn about advancement opportunities. Use government-produced labor market information to get data about earnings and job outlook.

### **04 CREATE A “SHORT LIST”**

At this point, start to narrow down your list even more. Based on what you learned from your research so far, begin eliminating the careers you don’t want to pursue any further. You should end up with fewer than two to five occupations on your “short list.”

If your reasons for finding a career unacceptable are non-negotiable, cross it off your list. Remove everything with duties that don’t appeal to you. Eliminate careers that have weak job outlooks. Get rid of any occupation if you are unable to or unwilling to fulfill the educational or other requirements, or if you lack some of the soft skills necessary to succeed in it.

### **05 CONDUCT INFORMATIONAL INTERVIEWS**

When you have only a few occupations left on your list, start doing more in-depth research. Arrange to meet with people who work in the occupations in which you are interested. They can provide firsthand knowledge about the careers on your short list. Access your network, including LinkedIn, to

find people with whom to have these informational interviews.

## **06 MAKE YOUR CAREER CHOICE**

Finally, after doing all your research, you are probably ready to make your choice. Pick the occupation that you think will bring you the most satisfaction based on all the information you have gathered. Realize that you are allowed do-overs if you change your mind about your choice at any point in your life. Many people change their careers at least a few times.

→ <https://www.thebalancecareers.com/steps-to-choosing-career-525506>

# SELF-ASSESSMENT WORKSHEET

BY YURI KRUMAN

*Use this worksheet as a spring board to explore your skills and talents*

*Please work on the raw material for each for the 4 Pillars, plus Founding Stories and Negative Scripts by writing out the 3 sections with a pen, in a new and safe space (a new coffee shop, for example) away from family, friends, colleagues and other distractions:*

## 4 PILLARS

### 1) LIFE MISSION

*what problems excite you intellectually? What kinds of things do you get excited by every morning when you wake up (this is for YOURSELF).*



## **2) VALUES**

*what are the traits of people you truly enjoying spending time with in your personal and family lives?*

## **3) OUTCOMES**

*what are the kinds of results you like delivering to clients (whoever they may be)?*

## **4) ROLE**

*what is your natural role in any SITUATION or organization? Think about the volunteer activity example, when you choose what you're doing and others look to you to solve a particular kind of problem that you're really good at and truly enjoy solving.*

## FOUNDING STORIES

*In this section, you need to re-examine for patterns that will lead us to what you were meant to do as your life mission.*

*Explore the formative mentors, books, encounters, experiences, adventures and other events that most strongly influenced the way you saw yourself and the world, your mission and depth of potential to impact others.*

**MENTORS:**

**BOOKS:**

**ENCOUNTERS:**

**TRIPS/ADVENTURES:**

*\*\*The key is not necessarily to limit yourself to one area of life where you apply your particular worldview to process information and make decisions. It is rather to see all the different places professionally, socially, and in your learning and application of curiosity where your worldview and organizing principles make you happy when applied and also help improve the lives of others in your particular way.*

*Think of the influence of your pastor or rabbi or professor/teacher or family member or dear friend, an especially memorable trip, health problem, difficult fact of birth or life (family), financial difficulty, personal or family or professional setback or challenge overcome or just about anything else.*

**Who influenced you the most in life and how exactly? Be as specific as possible. Think of specific situations where this influence came about or developed.**

**Whom did you influence/mentor/teach and how exactly? Nothing is too small or insignificant, not a moment, not a quick encounter. Be as specific as possible. Think of specific situations where this influence came about or developed.**

To help develop this *Founding Stories* conversation further in your mind, here are a few other questions for you to ask:

**What kinds of games did you always like to play? Chess? Board games? Strategy games? Role-playing games? What type and what role or Action excited you about your favorite game(s)?**

**What kinds of books did you always enjoy reading? Adventure stories? Riddles? Long personal narratives? Biographies?**

**What's your learning style? Are you more visual, auditory or something else or a mix?**

**What excites you most to learn? Which texts? Which level of interpretation? Which format?**

## **NEGATIVE SCRIPTS:**

Inside you, just as inside everyone you and I know, there is with enthusiasm, happiness, motivation, a unique mission in this world and the drive to actualize that mission. However, preventing your self-actualization are constant voices of fear, complacency, guilt, skepticism, cynicism, even self-destruction.

These voices can be strong, but they are almost always external to our "natural" self. They may be echoes of what our parents told us or wanted for us, our constant comparisons with siblings, classmates and colleagues, as

well as concerns about status, earnings, achievements, and FOMO.

There may be voices telling you that you're not capable enough or not smart or not pretty enough, too "deep in the hole" to get out, too indebted or too inexperienced, lacking talent or charisma or a "killer instinct" and the like. ***Let's get these voices down on paper and eliminate them.***

In order to successfully identify your life mission, then pursue it with focus and doggedness, and of course to become the best possible version of yourself, it is critical to identify the external forces residing in your head that are preventing you from being your authentic, unfettered self.

**Write out these negative scripts and their true outside source and reason for development in the lines below:**

**What holds you back from achieving your potential? What people are standing in your way and holding you down and preventing your full energy and potential from being expressed in your work and other areas of life?**

# HOW TO ASK FOR AN INFORMATIONAL INTERVIEW (AND GET A “YES”)

BY ELLIOTT BELL

**THE INFORMATIONAL INTERVIEW** is the secret tool everyone should have in their back pocket. A hybrid of an amazing networking opportunity, an info-session, and a job interview, it can give anyone looking for a job or pondering a career change insider scoop (not to mention a much-needed morale boost).

The problem is that these opportunities aren't advertised anywhere, typically require a lot of work on your end to make happen, and, in most cases, mean you have to convince strangers why they should take time out of their day to help you.

But with the right approach, you can land these interviews (and maybe even a job). Here's my advice for finding and approaching potential contacts and getting them to say yes—every time.

## FIND THE RIGHT PEOPLE

This may seem obvious, but choosing who you approach can make all the difference in hearing back.

Start by making a list of companies you'd love to work at and of job titles or

positions you'd be interested in. While people who fit on either list are good, someone who works for your dream company *and* has your dream role is where you'll get the most bang for your buck.

That said, it's important to consider what the person does at the company and the size of the company—you want to target people who are in an aspirational role, but who aren't so high up that they won't have time to meet with you. I may want to talk to the CMO of a major company, but I can probably learn more talking to the marketing director of a smaller company. Also, look for people you have some sort of connection with—if someone went to your college or has a shared connection, he or she will be more likely to want to meet with you.

I prefer using LinkedIn to find people, but then reaching out over email—it's easier for people to respond to, and you won't look like LinkedIn spam. ([Try](#) our tip for tracking down a hiring manager's address.)

## PERFECT THE ART OF THE ASK

Any good cold email has two things: a clear message (why you're reaching out), and an easy-to-understand ask (the action you want the recipient to take). Here's a simple formula that checks both boxes and that will work most of the time:

### 1. START BY ASKING FOR HELP

This sounds obvious (and, OK, a little weird), but it's a proven fact that people love to feel like they are helping others. So, if you literally start by saying, "I'd love your help," or "I hope you'll be able to help me out..." your chances of getting a positive response go up significantly.

### 2. BE CLEAR

Ask for something very specific, and make it as easy as possible for the person to say yes. Saying, "I'd love to know more about what you do and how you got your start" is okay, but doesn't tell someone how much of his or her time you're after or what you're really suggesting. Instead, try something like, "I'd love to take you to a quick coffee so I can hear your perspective on this industry and what it's like to work at your company. I'll actually be in your area next week and would be happy to meet you wherever is convenient for you."

### **3. HAVE A HOOK**

A great way to increase your chance of landing the interview is to demonstrate why you really want to meet with this person. Do you admire her career path? Do you think the work he's currently doing at company X stands out as the best? Maybe you have a shared connection and think she would be a great voice of wisdom. Don't be afraid to share why you are specifically reaching out to this person. The more personalized your ask feels, the greater chance of success you'll have.

### **4. BE VERY CONSIDERATE**

Remember that, in asking for an informational interview, you're literally asking someone to put his or her work on hold to help you. Show your contact you understand this by saying, "I can only imagine how busy you must get, so even 15-20 minutes would be so appreciated."

### **5. MAKE SURE YOU DON'T SEEM LIKE YOU'RE LOOKING FOR A JOB (EVEN IF YOU ARE)**

If you sound like you're really just looking for a job, there's a good chance this person will push you to HR or the company's career page. So be sure to make it clear that you really want to talk to this person to learn about his or her career history and perspective on the job or industry. After you meet and make a great impression is when you can mention the job hunt.

## **FOLLOW UP, AND BE PLEASANTLY PERSISTENT**

If you don't hear back right away, don't worry. People are busy, and sometimes these things slip to the bottom of a person's to-do list. The key is to not just give up. If you haven't heard back in a week, reply to your first email and politely ask if your contact has had a chance to read your previous email. Also, use this opportunity to reiterate how much it would mean to you to have 15 minutes to learn from him or her.

I personally believe that it's your responsibility to continue to follow up (as nicely as possible) every couple of weeks until you've heard an answer one way or the other. Some would say that after one or two tries, you may run



the risk of upsetting the person—but I say that sometimes, persistence pays off. At the end of the day, it's really up to you and your personal comfort level.

That said, once you shoot off a few emails, you'll see that most people are happy to help (hey, people love talking about themselves). The next step? Getting ready for the meeting. Read on for our best advice on acing the informational interview.

→ <https://www.themuse.com/advice/how-to-ask-for-an-informational-interview-and-get-a-yes>

# 4 WAYS TO MAKE SURE YOUR RESUME IS SELLING YOU AS THE ONE FOR THE JOB

BY KATIE DOUTHWAITE WOLF

**WHEN YOU REALLY WANT A JOB**, you don't want your resume to subtly hint that you might be a suitable applicant; you want it to scream that you're the perfect candidate for the position.

And that, of course, is why you tailor your resume.

In short, that means customizing your bullet points to feature skills relevant to the role and rearranging sections to bring the most applicable experience to the top.

But have you done enough to make sure that you stand out as an ideal candidate? Before you hit "send" on that perfectly crafted application, make sure you've tailored your resume correctly by running it through these four last-minute checks.

## 1. THE QUICK SCAN

First, glance over the job description for your desired role. Then, skim your resume. Do the same keywords, skills, and responsibilities stand out in both?

If you're applying for a sales development position, for example, the

description of the role might include phrases like “grow revenue” or “build relationships.” At a glance, your resume should show how you’ve increased revenue and fostered client relationships in previous roles.

If the job description includes the word “copyedit,” your resume should give preference to that word over synonyms like “proofread.” While it may be a simple wording preference, it’ll make your candidacy clearly apparent to the human (or robot) reading your document.

If you struggle to see how your resume matches up to the job description, you likely have more work to do.

## **2. THE TOP THIRD**

Research indicates the recruiters just spend a couple seconds looking at a resume. To add to that, they may view your document on a smartphone or tablet—limiting their already quick glance to just the top third of the page.

That means your most compelling experience and accomplishments should stand out in the upper portion of your resume.

In an article about resume customization, Muse writer and career development specialist Lily Zhang explains, “Tailoring your resume means finding what is most relevant, creating a section for it, and filling it up with experience or qualifications that will catch a hiring manager’s eye.”

If you look at that top third and don’t immediately see something relevant to the role you’re after, start rearranging. Whether your most pertinent content is your professional experience or a volunteer project you did on the side, that’s what should be bumped to the top.

## **3. THE SEARCH FOR COMPANY VALUES**

From your research on the company, you should know its core values—one company may value innovation, while another hones in on generosity and teamwork.

You can also usually find these values reflected in the specific job description, where it specifies that candidates should work well across departments, communicate clearly, or have a laser focus on meeting quarterly sales goals.

When you scan your resume, you should be able to clearly spot those values in the context of your accomplishments and experience. For

example, do your bullet points convey that you simply “Trained new hires” or that you embodied the company’s core value of teamwork as you “Collaborated with a team of 6 to develop and implement a training curriculum for new employees?”

Impressive accomplishments on their own may be enough to get by, but embodying the exact values and skills a company is looking for will demonstrate that you’re not only a qualified candidate, but a perfect culture fit, too.

#### **4. ENLIST A THIRD PARTY**

Before you put your resume in front of the hiring manager, ask a friend to read it—without telling her what position you’re applying for or showing her the job description.

Then, ask her to share her first impression. What skills and accomplishments stood out? If she had to guess, what kind of position are you using this resume to apply for?

If she assumes that you’re going for a social media manager role, when you’re actually hoping for a position as a content marketer, your resume may not hit the mark. Sure, those roles may overlap a little, but your resume should make it abundantly clear the role you want and why you’re qualified for it—so those small differences matter.

Customizing your resume—and then double checking that you’ve done it correctly—can make the job search process tedious. But when a hiring manager picks up your resume and, with a quick glance, can immediately tell you’re a great fit for the role, you’ll be glad you did it.

→ <https://www.themuse.com/advice/4-ways-to-make-sure-your-resume-is-selling-you-as-the-one-for-the-job>

# WHAT TO PUT ON YOUR RESUME WHEN YOU HAVE NO RELEVANT WORK EXPERIENCE

Your dream job just got posted, and you're super excited. There's just one problem: You literally (and I actually mean literally) have zero relevant work experience. Whether you're a career changer or a new grad with no internships under your belt, what can you actually put on your resume that makes you look as qualified as possible?

Fret not. There are a few different things you can include, as well as a couple of formatting tricks, that will help you present yourself in the best light possible.

## **RELEVANT AND TRANSFERABLE SKILLS**

Most resumes will begin with relevant work experience (or education followed by relevant experience if you're a new grad). That becomes a problem when relevant experience isn't your strong suit. But rather than waste that prime real estate on your resume on things that will just confuse the recruiter, start instead with your relevant skills.

And don't tell me you don't have any. There must be a reason why you think you can do this job. You might have transferable abilities from a previous, unrelated experience, or maybe you developed skills while in school doing academic projects. In any case, if you're a career changer, try tying all your skills together with a summary statement at the beginning of your resume. New grads, pop your skills section from the bottom of your resume to the spot right under your education.

## **RELATED SIDE AND ACADEMIC PROJECTS**

Speaking of academic projects, it's important to note that those are fair game and should definitely be included in your resume. The same goes for side projects that you've tackled outside of work or school. As long as you are clearly labeling this experience as project work, there is nothing preventing you from including it in your resume—and you absolutely should! Don't make the assumption that only full-time, paid experiences can be on your resume.

One way to do this is to create a “Projects” section. Here, you would write about your project work the same way you would for work experience. Think about the experiences you’ve had that helped you realize your career interests. Was it a class project? Maybe you volunteered to help with something that ultimately sparked your newfound career goals—that’s experience that you can include on your resume under a “Projects” section. Format it similarly to help the recruiter understand that this, too, is valuable experience that should be evaluated when considering your candidacy for the position you are interested in.

### **AN ENTHUSIASTIC AND SPECIFIC COVER LETTER**

Okay, this isn’t technically part of your resume, but I am a firm believer of always coupling a resume with a strong cover letter. This is especially important if you have no relevant experience or a winding career path. As career expert Ryan Kahn explains, “find a way to connect your passions and life experiences with the company, then explain how that will translate into you hitting the ground running once you’re hired. You’ll find that link is exactly the kind of experience employers are looking for from recent grads.”

This is true for career changers, too, but you also have a little bit more experience to work with. The cover letter is the perfect opportunity for you to connect the dots between the company’s needs and the skills you’ve built across your eclectic career. Be specific here. You want to really spell it out for hiring managers and explain why your non-traditional background might even be an asset, so that when they’re done with your letter they have a good understanding of why it makes sense for them to hire you.

Breaking into a new career is hard work, especially since many entry-level jobs are now asking for two or three years of experience. The trick to overcoming this is to really tease out those details like relevant skills and related side projects, and break out of the resume “rules” that are preventing you from including them front and center on your resume. Add on a riveting cover letter and, with a combination of networking and some luck, you’ll be sure to pique a hiring manager’s interest soon.

## SAMPLE RESUME

### John Smith

New York, NY | 347-111-1234 | JohnSmith@gmail.com

#### OBJECTIVE

[SUMMARY OF CURRENT TITLE/SENIORITY LEVEL WITH EXPERIENCE IN ALL THE RELEVANT SUBJECT MATTER AREAS STATED IN THE JOB DESCRIPTION] – ex. “Senior Marketing Manager and Brand Ambassador with Extensive Experience in Campaign Planning, Design, Execution and Monitoring, Digital Marketing, Social Media Content Creation and Management, Strategic Partnership Creation, PR, Event and Fundraising Management for a Portfolio of Top Lifestyle, Youth Culture, Beverage and Action Sports Brands”

#### EXPERIENCE

[COMPANY NAME IN ALL CAPS]

[DATE] – [DATE]

##### **Community Manager / Event Producer and Manager**

CITY, STATE

*[Sample metrics always go to the top of each entry – insert each into bullet point here and take out all unrelated points – SAMPLE ENTRIES BELOW AS EXAMPLES]*

- Promoted three times from Assistant to Associate to Community Manager to Event Producer
- Increased average revenue per event from \$5K to \$10K for nightly, \$12K to \$20K per weekend event
- Increased average attendance from 200 to 300 per nightly and 350 to 600 per weekend event
- Grew FB event shares by 1,000% to 8,000 per small and 300% to 15,000 per larger event
- Grew FB group membership from 0 to 2,387
- Recruit and train 10 volunteers per event

- Produce, invest in and manage music and art events, nightlife events and week-end festivals
- Book local and international talent
- Promote events via social media, forums, e-mail lists and music/art events
- Provide logistical and customer support
- Organize visas and transportation of domestic and international artists
- Arrange food and beverages to attendees
- Provide or organize sound systems for events

## **OM REUNION PROJECT**

2009 - PRESENT

### **Community Manager / Event Promoter and Manager / Stage Manager**

TORONTO, ON

- Grew yearly revenue by 400% over 7 years
- Increased average attendance by 270% (from 600 to 2000) per festival
- Manage a team of 6 employees
- Grew FB event shares by 1,000% to 8,000 and views by 800% to 12,000 views
- Grew FB group membership from 0 to 4,429
- Recruited and trained 100 volunteers and 400 laborers
- Produced, invested in and managed 7 pre- and 7 post-festival events
- Promote events via social media, forums, e-mail lists and music/art events
- Provide logistical and customer support
- Organize entertainment, artwork and music for the stage
- Manage logistics for attendees and performers



## **ROYALTON HOMES**

2014 - 2016

### **Construction Project Manager**

COLLINGWOOD, ON

- Managed a \$50,000,000, 100-room spa and resort construction site
- Oversaw customer success and issue resolution for all properties
- Handled delivery and operation of goods and equipment, trade deadlines, laborer work and safety management initiatives
- Created a reporting dashboard for upper management to oversee all aspects of construction progress

## **W&W PRODUCTIONS**

2013 - 2015

### **Community Manager**

TORONTO, ON

- Increased average revenue per event from \$500 to \$1K weekly, \$30K to \$48K yearly
- Increased average attendance from 50 to 150 nightly
- Grew FB event shares by 500 % to 8,000 per weekly event
- Grew FB group membership from 0 to 1,000
- Recruited and trained 2 volunteers weekly
- Produced, invested in and managed music and art events, nightlife events and week-end festivals
- Booked local and international talent
- Promoted events via social media, forums, e-mail lists and music/art events
- Provided logistical and customer support
- Organized visas and transportation of domestic and international artists
- Arranged food and beverages to attendees
- Organized volunteers to support events
- Provided or organized sound systems for events

## ROUND VENUE AND LI'LY RESTO-LOUNGE

2013- 2014

### Community Manager, Host, Mixologist

TORONTO, ON

- Moderated social media groups and events hosted by Round Venue
- Served beverages for a 500-person capacity music and arts venue
- Increased average revenue per weekend event by 33% to \$6000
- Organized and managed bar stock and server staff
- Managed sound systems, events and DJs

## EDUCATION

### Generic University

YEAR - YEAR

Bachelor of Arts in Underwater Basket Weaving

### Trent University

2002 - 2005

Graduate Degree

Additional Coursework: [As Relevant To The Role]

## LANGUAGES/OTHER/SKILLS

**Languages:** (ex: NOT English)

**Skills:** (ex: NOT Microsoft Office, but any relevant software suites or skills relevant to the particular job)

**Other:** {ex: cooking, reading, writing, tennis}

# GUIDELINES FOR IMPROVING A LINKEDIN PROFILE:

1. Change the picture to one where you're smiling naturally.
2. Change the background picture to one that is nice and sunny – a beach or sunny field, flowers, etc.
3. Add as many connections (professional and personal) as you can find, as well as any influencers/top experts in your intended field. Ideally, you must have at least 500 connections, because this shows you're dynamic and well-connected (also, everyone's profile just shows 500+ at that point, which is all you need; of course, recruiters can find you there easily, etc. - it's your face to the world).
4. Add all the entries and details from your updated resume to your LinkedIn *profile*. Remove experiences that are very short or happened more than 15 years ago.
5. Make sure the Summary field reflects the Summary statement from the resume. Keep it short and sweet unless you truly do have many different things going on.
6. Make sure to add all publications, relevant projects, volunteer experience, etc.
7. Make sure to join all the relevant industry groups
8. Ask colleagues for recommendations (at least 2-3 is a good start) and endorse a bunch of connections for whatever skills, so they return the favor.

# HOW TO BEHAVE IN AN INTERVIEW

**BY YURI KRUMAN**

**MANY OF US START SWEATING** just at the thought of sitting through an interview. Questions race through our head, especially if we've never really gone through the process.

## **HOW DO I DRESS TO IMPRESS?**

Dress in a clean, pressed white shirt, with suit and tie and dress shoes that have been shined and polished. Make sure you put on deodorant without a very strong smell and use mouthwash, if you can, before entering the room.

## **HOW DO I ACT?**

First of all, take a few deep breaths before you walk in. Focus on a nice image like a beach or forest on a sunny day. Straighten out your posture, life your shoulders, hold your head up high.

Say hello to the receptionist and everyone else you meet when you walk into the office. Always be polite and courteous.

Notice how the office looks. Is it clean or dirty, full of sun or dark? Do the people look stressed or relaxed? Young or old (or both)? Are people laughing or complaining?

Ask for a cup of water, if your mouth feels dry. Notice how the kitchen looks. Do they take good care of their people?

In the actual interview, make sure to again say hello, make eye contact and shake the hand, if appropriate. If you don't want to shake a woman's hand,

make a joke, saying that the last time you touched a lady's hand, you had to marry her, so you won't make that mistake again this time :)

If you have a minute before the person walks into the room, stand at a table, spread your arms onto the table and put yourself in control of the situation. This helps you to feel more confident and in control.

Remember that the interview is not just a one-way conversation, but also a chance for you to find out what it's like to work in the company and if it's a good fit for you and for how you want to grow in your career.

At the end, say thank you to the person you speak to for inviting you for an interview, that it's a pleasure to learn more about their company and that you're thankful and thrilled about the opportunity.

### **WHAT DO I SAY?**

Answer the questions asked to you honestly, in no more than 3-4 sentences. Tell a story of how you took something that wasn't working well and made it work much better, helped people or otherwise added value and made the situation better than it was before you got there.

The interview is a chance for your potential boss to understand if you have the skills needed to do the job they have in mind for you. It's equally a chance for you to learn more about the company culture, the future boss's communication style, your growth potential in the company and other important things about your future job (if you get it).

There are three parts to the interview:

1. The **first part**, which asks about your skills, experiences, interest in the job and company, plus tests your basic knowledge about the company, industry and related things. **Do your research before the interview and don't ask basic questions about the company and person IN the actual interview.**
2. The **second part** tests how you behave under stress, how you communicate with others, how you solve problems, how you work with a team and related questions.
3. The **third and last part** of the interview is YOU asking questions from the employer. (See below for what NOT to ask or say and for good questions to ask).

## **WHAT DO I NOT SAY?**

**DON'T** ask about money or vacation or benefits in the interview. This is saved for the last conversation when you have the offer in hand and before you accept the job, or at least when you're asked about your range by the employer (when you should be ready with specific numbers based on research).

**DON'T** speak about anything controversial - politics, humor, gender roles, LGBTQ, weird hobbies, etc. Keep it about business ONLY, or at least discuss the parts of your background relevant to the job.

**DON'T** go off message and speak for more than a few (3-4) sentences at a time.

Remember, your only purpose in an interview is to answer the questions clearly, quickly and always on point.

## **WHAT DOES THE EMPLOYER WANT TO HEAR?**

The employer wants to hear that you've taken the time to learn about the company mission/vision/values (or as much as you can read from their website and materials).

He wants to hear from your verbal and body language that you would be a good cultural fit for the company and team.

He wants to hear and make sure that his investment in you (salary and any benefits) will bring him a lot more value than what he's paying you.

He wants to see and make sure you do what you say and say what you do - that you're reliable.

He wants to hear and see that you learn quickly and pay attention to detail.

He wants to see that you're hungry to move quickly and assume more responsibility.

He wants to hear you're not in this for the money, but for the full experience.

## **WHAT QUESTIONS SHOULD I ASK?**

The questions you ask at the end should be about how you can grow in the role, how you can help the employer from day 1 (their most important projects) based on your background, how he or she sees the business growing and evolving in the next 1/3/5 years and other, forward-looking questions.

## **WHEN CAN I ASK ABOUT SALARY AND VACATION?**

Definitely DON'T ask about this in the first conversation. Better to have the employer bring this up first (when you should be ready with a reasonable and well-researched range you have in mind). Remember that the first job should pay fairly and competitively to similar jobs elsewhere, but the key with the first job is gaining experience and learning the business and how to behave well, so you can move up within the organization quickly or otherwise, get a better job with better pay outside.

## **DO I NEED TO DO ANYTHING BEFORE THE INTERVIEW?**

Yes, research the company, its mission/vision/values, the industry they're in, the problems they're having (pain points), what people say about working there (Glassdoor.com reviews), as well as all about the person or people you'll be speaking to, so you can show that you did your research and pay attention by mentioning (non-controversial) specifics about them.

## **DO I NEED TO DO ANYTHING AFTER THE INTERVIEW?**

Yes. Make sure to email a thank you note (Hi X, thanks for taking the time to meet me earlier today. I greatly enjoyed our conversation and look forward to next steps. Thanks and best, -Y)

If you don't hear back within 3-5 business days, follow up with an email. If you haven't heard back in 6 business days, consider calling in. If nothing then, move on.

Don't wait for someone to get back to you. Go out there and look for other jobs and interview as much as you can!

## **HOW IS A PHONE INTERVIEW WITH HUMAN RESOURCES (OR THE RECRUITER) DIFFERENT (IF AT ALL) FROM AN INTERVIEW WITH MY FUTURE BOSS?**

Remember that it's the job of HR people to filter you out of the process. Be as non-controversial as possible with them and show that you "get" it and know what it takes to be successful in the role and in the company.

At the same time, it's the boss's job to find the best talent for the job. That interview will be much more detailed and interested in deeper details about your skills, experience and personality (see above for the interview structure).

# HOW TO ACE THE 50 MOST COMMON JOB INTERVIEW QUESTIONS

**THE 50 QUESTIONS YOU'RE MOST LIKELY TO BE ASKED IN YOUR NEXT INTERVIEW.**

**BY TRAVIS BRADBERRY**

*AUTHOR, EMOTIONAL INTELLIGENCE 2.0@TALENTSMARTEQ*

**MOST PEOPLE'S BIGGEST JOB-HUNTING FEAR** is being put on the spot by oddball interview questions such as these (which are real):

"Describe the color yellow to someone who's blind."

- *Spirit Airlines*

"If you were asked to unload a 747 full of jelly beans, what would you do?"

- *Bose*

"Who would win in a fight between Spiderman and Batman?"

- *Stanford University*

Offbeat questions are nearly impossible to prepare for, and they don't achieve the interviewer's objective--to test out-of-the-box thinking and the ability to perform under pressure. That's the bad news.

The good news is that companies are moving away from them. Recent research shows these questions do little more than boost the interviewer's confidence. Even companies famous for oddball questions are abandoning them. In the words of Laszlo Bock, Google's HR chief:



"If you've heard that Google likes to pose brain-teaser questions to candidates--like why manhole covers are round--your information is out of date. There's no evidence that they suggest how people perform on the job.

A Glassdoor study of tens of thousands of interviews found **the 50 questions you're most likely to be asked in your next interview:**

1. What are your strengths?
2. What are your weaknesses?
3. Why are you interested in working for us?
4. Where do you see yourself in 5 years? 10 years?
5. Why do you want to leave your current company?
6. What can you offer us that someone else can't?
7. Why was there a gap in your employment between these two dates?
8. What are three things your former manager would like you to improve on?
9. Are you willing to relocate?
10. Are you willing to travel?
11. Tell me about an accomplishment you are most proud of.
12. Tell me about a time you made a mistake.
13. What is your dream job?
14. How did you hear about this position?
15. What would you accomplish in the first 30/60/90 days on the job?
16. Discuss your resume.
17. Discuss your educational background.
18. Describe yourself.

19. Tell me how you handled a difficult situation.
20. Why should we hire you?
21. Why are you looking for a new job?
22. Would you work holidays/weekends?
23. How would you deal with an angry or irate customer?
24. What are your salary requirements?
25. Give a time when you went above and beyond the requirements for a project.
26. Who are our competitors?
27. What was your biggest failure?
28. What motivates you?
29. What's your availability?
30. Who's your mentor?
31. Tell me about a time when you disagreed with your boss.
32. How do you handle pressure?
33. What is the name of our CEO?
34. What are your career goals?
35. What gets you up in the morning?
36. What would your direct reports say about you?
37. What were your bosses' strengths/weaknesses?
38. If I called your boss right now and asked him what is an area that you could improve on, what would he say?
39. Are you a leader or a follower?
40. What was the last book you read for fun?
41. What are your co-worker pet peeves?

42. What are your hobbies?
43. What is your favorite website?
44. What makes you uncomfortable?
45. What are some of your leadership experiences?
46. How would you fire someone?
47. What do you like the most and least about working in this industry?
48. Would you work 40+ hours a week?
49. What questions haven't I asked you?
50. What questions do you have for me?

Though these questions may be less exciting to prepare for than "Spiderman vs. Batman," they are what you need to be ready for.

Most interviewees are only prepared for about 10 questions, so this list alone can give you a leg up. Study the list carefully and have answers ready--but not robotically rehearsed--so that you can speak comfortably, flexibly, and confidently about each of these topics.

If you want to make a great impression and stand out from the crowd, preparing for these 50 questions is not enough. Follow the 9 strategies below and weave the knowledge they impart into your responses. Then you'll truly ace your interview.

## **1. IDENTIFY YOUR "HOOK"**

Most hiring managers interview a lot of people. So many that they generally have to go back to their notes to remember candidates--the exception being candidates with a strong hook. Sometimes these hooks are how people dress or their personality, but the best hook is a strong story that's work-related. When you can wow an interviewer with a memorable story that shows what a strong candidate you are, you'll rise to the top of the list.

## **2. KNOW THE ESSENCE OF THE JOB YOU'RE APPLYING FOR**

Get to know the job intimately that you're applying for. Don't just read the job description--study it and picture yourself performing every task required

of you. When you interview, framing your responses so that you reveal your significant knowledge about the job gives you a massive advantage.

### **3. ...AND KNOW WHAT MAKES YOU A GREAT FIT FOR IT**

Know exactly what makes you fit into the position perfectly and speak to it during the interview. What makes you special? It could be that you're an idea machine, or a statistical fanatic. Whatever it is, know it and prepare to fit it into your responses.

For example, when an interviewer asks, "What are your strengths?" skip the clichés and go right into qualities about you that are unique to the job. You'll make it clear that you're the perfect fit.

### **4. KNOW THE COMPANY**

No matter how prepared you are to talk about yourself, not knowing the essentials of the company you're interviewing for conveys a lack of preparation and interest. You can't show an interviewer how you'll fit in the company until you know the company.

Before your interview, delve deeply into the company website to build a strong mental foundation. Make sure you know the basics; how the company makes money, the top executives, and what the company aims to accomplish in the near future (strategic objectives). Go online and read recent news articles about the company. Also check out their Twitter and Facebook pages.

### **5. PREPARE A LIST OF FOLLOW-ON QUESTIONS**

Prepare a list of follow-on interview questions and outline key points you will touch on if asked these questions. For example, if you say your biggest strength is time-management, you need to be ready for the interviewer to ask something like, "What does this strength look like in action?" This preparation will make your responses more pointed, avoid awkward silences and uncertainty, and it will build your confidence prior to the interview.

### **6. PRACTICE, PRACTICE, PRACTICE**

You, and everyone else interviewing for the job, already know many of the questions you'll be asked. The difference lies in preparation. Preparing unique and position-specific responses will give you the competitive edge over everyone else. You don't need to memorize answers, but instead know certain points of reference about yourself that you can apply to different questions.

Make sure to “mock interview” yourself. Video your responses until you’re able to speak comfortably and flexibly--as opposed to rotely regurgitating answers--about your prepared topics. Videoing yourself may feel awkward when you do it, but it will pay off during your interview.

## **7. RELAX**

If you can’t relax during your interview, then nothing you do to prepare will matter. Being yourself is essential to the selection process, and interviewers will feel it if you’re too nervous. Showing fear or anxiety appears weak compared to a relaxed smile and genuine confidence. Numerous studies show that smiling not only increases your happiness and confidence, but it also puts the people you’re interacting with at ease. This is mostly due to mirror neurons in the brain that naturally mimic other people’s expressions and emotions.

Pulling this off requires emotional intelligence (EQ), a skill that employers are increasingly looking for in candidates. And it’s no surprise, as 90% of top performers on the job are high in EQ. Working on your EQ can also help you to make more money, as people with high EQs earn \$29,000 more annually on average.

## **8. STAY POSITIVE**

It may seem obvious that maintaining positivity is essential in an interview, but it can be very difficult to do when discussing some topics. It’s tough to be positive when describing difficult bosses or coworkers from your past, or explaining why you were fired from your previous job, but that’s exactly what employers want to see in you. Show them that you can maintain a positive attitude about a challenging environment, and they’ll see the resilient and flexible individual they’re looking for.

## **9. BE HONEST**

Good interviewers have a way of getting to the crux of who you are. They may have an innate sense for reading people, or they might just be really good at asking the right questions. Regardless, it’s essential to approach your interview with honesty.

If you interview dishonestly, you’ll either not get the job when the interviewer sees right through you, or you’ll end up in a job that’s a poor fit. Don’t focus on what you think the interviewer wants to hear. Instead focus on giving an honest and passionate breakdown of what you have to offer.

## **BRINGING IT ALL TOGETHER**

Let's face it, interviewing is still tough. It's hard to show who you really are and what you're capable of during a quick sit-down chat. These strategies will help you to eliminate nervousness and anything unexpected that might derail an otherwise great interview.

→ <https://www.inc.com/travis-bradberry/how-to-ace-the-50-most-common-interview-questions.html>

# HOW TO BEHAVE ON THE JOB

BY YURI KRUMAN

**IF YOU'VE NEVER HAD** a formal job in a company, it can be difficult to know what's expected of you and how to behave in the job. This guide will help answer some of the most common questions you may have about how to present yourself and behave in such a job.

## WHAT IS EXPECTED OF ME, ONCE I'M HIRED?

Once you're hired, it's not the end of the interview journey, but the start of a much longer journey - your career.

1. You've made a good impression and your boss wants to give you a chance, which is why you got the offer. Now, you're starting your first day and want to **start off on the right foot - and stay there.**
2. Above all, your boss wants to **make sure you're reliable** (you say what you'll do it and then actually do it), present well and take stress and certain tasks off his plate, so he can focus on higher-level work.
3. As such, you **MUST dress professionally, speak professionally** without being too familiar (heimishe), **behave respectfully toward your boss, colleagues and clients.** Maintain good hygiene, a pleasant manner and a positive attitude.

That means no off-color jokes, speaking about religion, gender, race, politics or anything else that may be considered offensive by someone else from a different background. Keep chatter to a minimum and focus on your work and demonstrating your value to your boss.

You should likewise expect to be treated with respect for your religious practices, opinions and so on. Nobody has the right to offend you, unless there is a clear value for it in the business environment.

Respect for others creates respect and trust for you. **Trust is your most important asset in a job.**

4. You must also ALWAYS **arrive on time** at the office and meetings and never leave too early. It's always seen positively by a boss when you arrive early and leave late.
5. You MUST **complete your work in a timely manner**. That means you need to ask about and learn the specific tools (software and otherwise) the company uses to **track time, manage projects** (Trello, Basecamp, Airtable, etc.), **communicate efficiently** (email, Slack or other messaging platform, text, phone, etc.).

You should be **tracking your work yourself**, always counting things like a) revenue you created for the company, b) money and time you saved, c) people you trained, d) helpful suggestions you have for improving the business, among other achievements. This will help you to **demonstrate your real value** to the company **when you** have a review and want to **ask for a raise and/or promotion**.

6. You are expected to **ask questions**, but only once, **learning quickly** and **getting better** at your work in a short time.
7. Don't just complain about problems. **Propose solutions**. In fact, always think of ways to do your work better, cheaper and faster and bring them to your boss to approve, showing that you are always looking to help and benefit the company.
8. You are expected to communicate (**speak and meet with**) **your boss regularly** (at least once each week, at a set time) to update him or her on the progress of your project(s), ask questions, answer his or her questions and otherwise to understand the bigger picture of what he or she needs from you.

**Don't be too quiet, either**, just sitting in your corner. **When you see something, say something. Show you care about what's going on in the business.**

9. Be **crystal clear about your boundaries, without being offensive**. If you don't shake hands with women, then be polite when a woman wants to shake your hand. For example, say a polite joke, "the last time I shook a



woman's hand, I had to marry her. I don't think I want to do that again."

**Be firm about observing Shabbat, kashrut, holidays, a dress code and other halakhic rules.** People in the workforce, regardless of religion and background, will generally respect you more when you stick to your principles.

10. Ask **your boss and colleagues about the best way to prepare and present your work ("best practices"), so you don't have to create everything from scratch and waste a lot of time and energy.** Often, companies have templates or standard forms for how to present something, file something, write an email, ask for something specific, etc. Learn about these as quickly as possible by asking people who've already worked there a while.

11. Start and **continue your professional and personal development by taking online courses** to learn software skills such as Word, Excel, Powerpoint, Quickbooks and others that are commonly used in an office. The more you learn, the most useful and valuable you are to an employer.

Ideally, you should create a personal and professional development plan (template available upon request from the JCCGCI Workforce Development Project office in Boro Park).

12. Remember **that someone gave you a chance and that you should be grateful and do well by them.** Say thank you to everyone who helps you to learn and move up in your career, no matter how high or low they are in the organization. People will be helpful only if you are thankful and treat them well.

13. Treat **everyone with the same dignity and respect that you want to be treated with (derech erez).** Remember that nobody owes you anything and that someone else could be in your place.

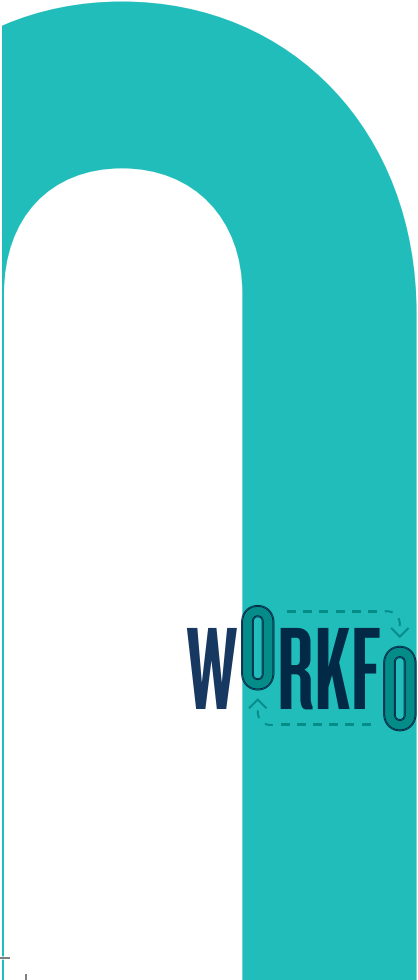
Lastly, remember that a job is an important way to show that you are motivated and worthy of trust. The skills you learn in business will teach you a lot about yourself as a person.

Each experience is only as good as what you give to it.

Put in your best efforts, hard work and a positive attitude and you will be rewarded. Put in little time, no work and a bad attitude, and you will soon be without a job.







**WORKFORCE** DEVELOPMENT PROJECT