

# JOB SEMINAR

King Jesus Ministry

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# Resume

1. Contact Information- First thing readers should see is your name front and center.
2. Objective- Important information given to employer about who you are, and what you're looking for in a job.
3. Qualifications- List your skills, achievements, and qualifications that are relevant to the job you're seeking.
4. Education-Tell the employer about your training and education.
5. Work Experience-Be sure to include: 1) Company name; 2) Company location (city, state); 3) Dates worked (month/year); 4) Job title; 5) Description of duties performed.
6. Interest-This section gives you the chance to list your outside interests, your personality, as well as any other skills you might have to offer.
7. References- Most employers will want to speak with your former Supervisors, teachers, and/or colleagues.

# Where to start a good job search

- **Research the internet using job banks**
  - 1- [www.employflorida.com](http://www.employflorida.com)
  - 2- <http://www.jobserious.com/>
  - 3- <http://www.jobtomic.com/jobs/results.jsp>
  - 4- [http://www.workhunters.com/contact\\_recruiter.php](http://www.workhunters.com/contact_recruiter.php)
  - 5- <http://www.indeed.com/>
  - 6- <http://careersourceflorida.com/>
- **Apply in person (walk-in)**
  - Certain stores and companies still allow prospective employees to apply directly inside the store, others still post "help needed" signs in their premises
- **Word of mouth recommendations**
  - Make a list of people that you know, share your job search needs and ask them individually if they know a job opportunity that meets your goals
- **Classifieds**
  - Many Newspapers still rely on classified ads, also some radio stations have dedicated spots for promotion of job openings, dedicated magazines as well offer listings
- **Job search agencies**
  - Another resource is to contact and register with a recruiting agency

# Targeting the Cover Letter

## Standing out from the crowd

- a. The cover letter should be specific to the applied position.
- b. Reference the organization or company
- c. Acknowledge the company's mission, noting your combined interest between you and the company.
- d. Research the company and become knowledgeable of their strengths, company size, projects, achievements, websites, and professional developments.

## Writing a Strong Cover Letter

- Contact information: Whom you are seeking employment with, name, title, company, and address.
- Salutation/Greeting: Sir or Madam, Mrs., Miss., or Mr.
- Opening Paragraph: Details the purpose of the cover letter.
- Middle Section: Details one's qualities that best fit the position and company.
- Concluding Paragraph: displaying gratitude for the consideration of being a candidate for the position.
- Close and Signature: Stating.... Sincerely, Regards, or Thank you including your signature and referencing your resume to follow.
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# Presentation Skills

1. Confidence & Credibility- you express confidence by your posture, the way you portray yourself, eye contact, etc.
2. Knowledge and Enthusiasm- by the pace of your speech, by your vocal and facial expression, how clearly and loudly you communicate.
3. Listening skills- how attentive you are to the questions and how you respond to them.
4. Nervousness- can seem like the enemy when it gets a hold of you before an interview.

# How to prepare for an Interview?

1. Research the company and review carefully the job description
2. Take with you a copy of your resume and be prepared to talk about yourself, your resume and your experience.
3. Have 1 or 2 questions ready to ask the hiring manager
4. Be on time- give yourself some time in case of traffic, parking, etc.- turn off your phone before you enter and be courteous.
5. Respond clearly to the questions you are asked and add only the necessary(highlight your experience as it relates to the position).
6. Wear proper attire- for business environment is recommended to wear a dark suit, for women the accessories should be small, very light makeup, men please shave, get a hair cut if necessary.
7. Make sure you review online the most popular questions for an interview(reason you left your last job?, what are your strengths or weaknesses?, why should hire you?, etc)

# Conclusions

1. Do Take the time to write a good resume
2. Do Research the job market
3. Do Apply for jobs and be persistent!
4. Do prepare correctly for each interview
5. Do negotiate and be consistent
6. Do not get easily discouraged

FIND THIS AND MORE INFORMATION AVAILABLE AT:

[WWW.CASAESPERANZAPROJECT.ORG](http://WWW.CASAESPERANZAPROJECT.ORG)

