

Job Application Preparation Assignment

COMMUNITY LEADERSHIP PLACEMENT – PHED 4106

2019 – 2020

WHY?

WHAT?

HOW?

TIPS!

Click on each banner to learn more about professional portfolios.
Have a question? Click on the question bubbles to be redirected.



WHY?

Why practice job application processes?

“By failing to prepare, you are preparing to fail” - Benjamin Franklin.

Every job you apply for is unique. Preparing to meet the needs of future employers, and developing strong strategies toward showcasing your skills and experiences is vital toward ‘being noticed’.

Many can ‘speak’ of their abilities, but struggle with ‘standing out’ on paper.

Keeping a running list of all skills, experiences, awards and certificates is important! Knowing which ones to highlight and present for every application will help get you noticed, build your confidence and ultimately set you up for greater success!

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WHAT?

What to consider?

What position are you applying for?
What does the job description ask for?
What are the requirements?

Sort through your experiences, certificates, educational examples and highlight the areas that the job posting is requesting.

Ensure you use professional language, and understand what you are saying. For example, do not use a 'buzz word' or phrase if you cannot provide an example. E.g., Professional Skills – Critical Thinking ... What have you done/what example can you provide to prove that you are a critical thinker.

Create a rough draft, map out the key areas you want to ensure are presented clearly and thoroughly.

Think about references who could speak to the skills and experiences being requested of the position you are seeking.

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HOW?

How to get started?

Update your existing accomplishments and employment package with a professional eye and thoughtful consideration on how to showcase your experiences. Include:

- Cover Letter – “The Hand Shake”: Cover letters are the first impression you give potential employers. Your cover letter should be strong and error free. Students are encouraged to research various styles and examples of cover letters, and should personalize their letter by showcasing their experiences and professional competencies.
- Résumé – “Showcase YOU”: Keeping within the two-page guideline, every inch should be carefully thought out ensuring you are using the space effectively to showcase your experiences and skills. Students are encouraged to research various styles and examples and prepare a résumé they would be proud to submit. E.g., Google Images – Modern Résumé. Cover Letters and Résumés should have a similar feel, and act as a cohesive package that is thorough and appealing to potential employers.

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HOW?

Things to Consider!

Things to consider:

- Include a Professional Profile
- Include Education and specialized certificates
- Include Professional and Technological Skills
- Include additional trainings, certifications etc.
- Ensure descriptions are clear and concise

Mock Interview Questions – “Prepare and Respond”: Students must prepare and answer **three questions** a future employer might consider asking in an interview related to their academic and professional goals. This will provide opportunity for the students to demonstrate and reflect on their professional competencies they have developed during their Community Leadership Placement experiences.

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TIPS!

Tips For Your Job Application Preparation Package!

Research – Search in job banks for jobs related to your field and see what requirements are needed for those types of positions.

View – Search for cover letters and résumé's and click on "images" to visually see how others put together their

Network – Ask peers and professionals in the field you are interested things that may help you in the process.

- "What do you look for in potential employees for your business/organization/clinic/program?"
- "Are there any specific trainings/certificates you would recommend I look into when considering this field?"
- "What types of questions do you ask during an interview?"
- "What do you consider when shortlisting?" another words, "How do I get my cover letter and résumé noticed?"

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QUESTIONS?

Contact

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