

CED201 Career Planning

Open Educational Resources

By: Michelle Wang, EdD

CED201

Designed to help students creatively plan their careers, the course covers self-assessment, career exploration and practical job search skills.

- resume and cover letter preparation;
- job interviewing and follow-up.

- researching occupational and organizational alternatives;
- job search techniques and resources for employment;

Traditional Textbooks



JOHN DOE
2445 Ashford • City, State, ZIP • Phone Number • E-Mail

OBJECTIVE: Design apparel print for no-frills-to-retail company.

EDUCATION: City, State
May 2003
UNIVERSITY OF WISCONSIN
College of Design
• Bachelor of Science in Graphic Design
• Cumulative GPA: 3.0, Dean's List
• Excelsior Iron Range Scholarship

WORK EXPERIENCE: City, State
July 2008 - present
AMERICAN EAGLE
Sales Associate
• Collaborated with the store merchandise creating displays to attract clientele
• Use my retail experience to assist customers in their shopping experience
• Thoroughly knew every piece of merchandise for inventory control
• Proven adeptness to increase my product knowledge

PLACEMENT: City, State
Aug. 2008 - present
Spa Consultant
• Sell retail and memberships to non-company clients
• Build rapport with clients by actively listening and offering products
• Communicate with clients to fulfill their needs and wants
• Attend promotional events to market our services
• Handle cash and deposits during opening and closing
• Received employee of the month award twice

RETAIL/RETAILER: City, State
May 2008 - Aug. 2008
Sales Associate
• Worked side store with fast fashion inventory
• Marketed items through advertising to use seasonal merchandise in a retail market
• Offered advice and assistance to each guest

VICTORIA'S SECRET City, State
Jan. 2008 - Feb. 2008
Fashion Representative
• Applied my leadership skills by assisting in the training of associates
• Set up merchandise and displays in order to reflect store customers
• Provided positive customer service by helping with customer decisions
• Took seasonal inventory

VOLUNTEER EXPERIENCE: City, State
August 2008
PHILANTHROPY CORPORATION
Board Representative
• Represented Philanthropy Marketing and Target Inc. at a college event
• Supported University of Wisconsin students in the Target brand experience

Resume

CAREER SHERPA
Your Job Search Career Consultant

50 Ways to Lose Your Job Search

1. Know what you want to do
2. Tell your friends, family and colleagues what you are looking for
3. Be able to succinctly tell people what you do in a way a child could understand
4. Look for jobs that are slightly different from what you used to do
5. Use the job boards and company websites
6. Join and participate in professional associations
7. Check in with your alma mater
8. Remain active in your community
9. Spend most of your time away from the computer
10. Attend networking events
11. Build a robust LinkedIn profile
12. Use LinkedIn Groups to meet new people
13. Avoid not associates who do placement in your line of work
14. Develop new skills in demand
15. Track your time and activities and know what needs to be adjusted
16. Use Twitter, Facebook and Google+ to learn about company culture and meet leaders
17. Be consistent with your employer
18. Research people before meeting with them to build rapport faster
19. Create a list of 50-75 companies that could potentially hire you
20. Attend conferences, trade shows or professional meetings
21. Write a solid and compelling cover letter (no templates allowed)
22. Customize your resume for every job
23. Always send a thank you
24. Take the harder route - always choose the option that is harder for you
25. Don't forget to look for side service and government jobs
26. Join or create a job watch project team to keep you on track
27. Follow up and don't give up
28. Spend at least 30 hours a week dedicated to productive work activities
29. Schedule networking meetings at least a week in advance
30. Having accomplished stories to tell during your interviews
31. Practice interview answers out loud
32. Know all the details for the interview: who, where, and when. Don't assume
33. Be comfortably confident and make the interview an exchange, not an interrogation
34. Make LinkedIn work for you by playing your connections when they share information
35. Have a professional email signature
36. Know when it is time to ask for help
37. Have solid, well-crafted references lined up
38. Know your backup plan
39. Create and use a personal marketing plan
40. Expand your job search territory
41. Be able to put your work the value you bring to your future employers
42. Keep working your job while, even after you've had a great interview
43. Discuss salary expectations (not income needs) at the possible moment
44. Learn how to negotiate and be ready to negotiate your job offer
45. Use the productive hours of the day (8am-3pm) meeting with people
46. Be a great interviewer
47. Set measurable goals and time (how and don't) do them
48. Agree the right way to answer the question "why did you leave your last job?"
49. Always expect to make your own online presence in 10-15
50. Never, ever stop looking for work again!

Job Search

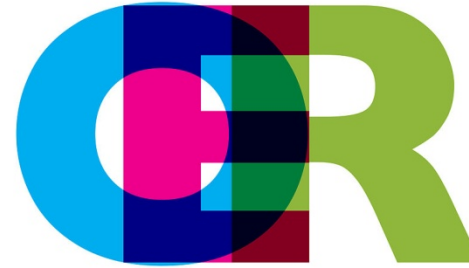
the TEN most common interview questions

1. tell me about yourself
2. why are you suitable for this job
3. why do you want to work at this company
4. why do you want to leave your current job
5. what is your biggest strength
6. what is your biggest weakness
7. where do you see yourself in [x] years
8. what are your salary expectations
9. tell me about a time when you had to work with a difficult person
10. tell me more about [anything on your resume]

www.prepary.com

Interview

OER



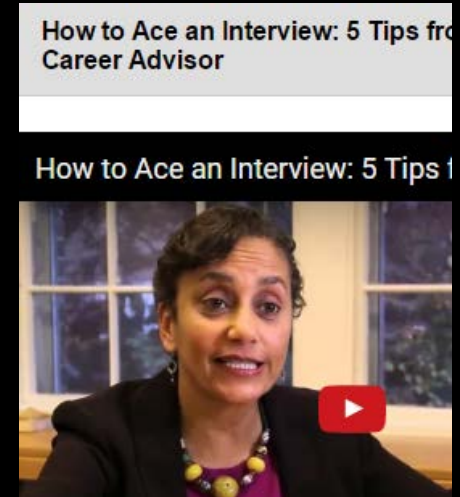
An online collection of resources remixed and customized by the instructor



Resume



Job Search



Interview

Resume

JOHN DOE

Full Address • City, State, ZIP • Phone Number • E-mail

OBJECTIVE: Design apparel jobs for an innovative retail company

EDUCATION:

UNIVERSITY OF MINNESOTA

City, State

College of Design

May 2011

- Bachelor of Science in Graphic Design
- Cumulative GPA 3.83, Dean's List
- Thesis: Green Range Scholarship

WORK EXPERIENCE:

BARBICAN BAZILL

City, State

Sales Associate

July 2009 - present

- Collaborated with the store merchandise creating displays to attract clientele
- Use my retail experience to assist customers in their shopping experience
- Thoroughly knew every phase of merchandise for inventory control
- Proven adept at improving my product knowledge

PLANET BEACH

City, State

Sales Associate

Aug. 2008 - present

- Sell retail and merchandise to meet company sales goals
- Briefly supervised staff by single handling training all reporting procedures
- Communicate with clients to fulfill their needs and wants
- Attend promotional events to market our services
- Handle cash and deposits during opening and closing
- Received employee of the month award twice

HEARTBEAT BAZILL

City, State

Sales Associate

May 2008 - Aug. 2008

- Stocked sales floor with fast fashion inventory
- Marketed sales items allowing me to see successful merchandise in a retail market
- Offered advice and assistance to each guest

VICTORIA'S SECRET

City, State

Fashion Representative

Jan. 2008 - Feb. 2008

- Applied my leadership skills by assisting in the training of associates
- Set up merchandise and displays in order to entice future customers
- Provided superior customer service by helping with customer decisions
- Took seasonal inventory

VOLUNTEER EXPERIENCE:

TARGET CORPORATION

City, State

Brand Ambassador

August 2009

- Represented Potomac Marketing and Target Inc. at a college event
- Engaged University of Minnesota freshmen in the Target brand experience



ePortfolios can **provide** a means for
assessment based on **evidence** of an
individual's growth over time ...

Lint Lint Kyaw

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Home

Welcome to Lint Lint Kyaw eportfolio.



Welcome to Tsz Ying Wong's Career e-Portfolio!



Cat represents me:

1. *Gentle*
2. *Intelligent*
3. *Adventurous*
4. *Friendly*

Wellcome to my e-Portfplio

by

Jongkon Hellman



The picture represents me:

1. Like to looking everything all overview
2. Sun set is means peace full person
3. Bridge means I can connect everyone together

Community Service

Community Service

New York City Food Bank

New York Cares



volunteer.pptx

Volunteered Date: February 2, 2017 - April 18, 2017

Volunteered Organization: New York City Food Bank

Guided 40 clients in all aspects of filing income tax including :

- Interview clients to obtain additional information on taxable income and deductible expenses and allowances.

Community Service

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Extra Curriculum Activites

Light and Love Home

PS 105 (20K105) – The
Blythebourne School

TCS NEW YORK CITY Marathon

New York Care Volunteer

New York Cares Volunteer

Resume Preparation

Location: 50 BROADWAY, 18TH FLOOR NEW YORK, NY 10004

Date: April 2017

- Help people to fixed their resume
- Gave opinions on cover letter
- Teach the format of resume



Awards

Secure | https://bmcc-cuny.digication.com/lint_lint_kyaw/Awards

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Welcome, Michelle | Logout

BMCC Start Here. Go Anywhere.
BOROUGH OF MANHATTAN COMMUNITY COLLEGE • CUNY


Lint Lint Kyaw [site map](#)

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Awards

Dean's List
Phi Theta Kappa

Dean's List for the Fall 2016



The image shows a certificate from the Borough of Manhattan Community College, The City University of New York. The certificate is titled "Certificate of Merit" and states "This certifies that Lint Lint Kyaw Has achieved the Fall 2016 Dean's List". It is signed by Provost and Vice President Karlin E. Wilko.

dupage workshoppdf Juan Inga - Summ....pdf

Show all

10:10 AM 5/12/2017