



ACTIVITY MANUAL



youth job search program

www.job-first-steps.net

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YOUR IMMEDIATE GOALS

ACTIVITY 2

EVALUATION & CAREER PLANNING

What You Have to Do.

You now have an opportunity to shape where you want to go. This activity allows you to review yourself.

Before you start writing, briefly reflect on:

- Your immediate goals and options.
- Your main skills and abilities.
- The areas that need further development.
- Major achievements.

Now take the time to refine your initial responses by writing your review below.

YOUR IMMEDIATE GOALS

Identify potential work options you wish to pursue.

Consider and note:

■ Permanent or Contract:

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.....
.....

■ Type of Role/Titles:

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- Industry/ies (eg food, automotive, IT etc):

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- Type of Organisation (eg importer/exporter, manufacturer, local government, etc):

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- Size and Structure of Organisation:

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- Geographic Location/Interstate:

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- Salary:

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SKILL LIST

Some examples of skills and abilities to use as a guide.

Accounting	Checking	Customer Relations	Enforcing
Administering	Clarifying	Decision Making	Evaluating
Advising	Client Relations	Delegating	Facilitating
Analysing	Coaching	Demonstrating	Finalising
Appraising	Communicating	Designing	Financial Planning
Arbitrating	Compiling Data	Developing People	Financing
Assessing	Computer Programming	Developing Procedures	Following Direction
Auditing	Conceptualising	Developing Programs	Following Through
Balancing	Conflict Management	Developing Systems	Forecasting
Book-keeping	Conflict Resolution	Diagnosing	Formulating Policy
Budgeting	Consulting	Diplomacy	Formulating Strategy
Buying	Co-ordinating	Directing	Getting Along with Others
Calculating	Counselling	Editing	Goal Setting
Canvassing	Creating	Effecting Change	Guiding

P.A.R.

ACTIVITY 4

MAJOR ACHIEVEMENTS

The purpose of this exercise is to prepare information on two or three major achievements during your education and extra curricula activities.

- (P) Describe the initial problem or situation.
- (A) What actions did you take?
- (R) Discuss the results that occurred.

.....
.....

Problem or situation - the 'circumstances' in which events occurred and why action was required.

.....
.....
.....

Action(s) - briefly state the specific action(s) you took or directed.

.....
.....
.....

Results - the results achieved.

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.....
.....

Title of success or accomplishment described.

.....
.....

Problem or situation.....

.....
.....

Action(s).....

.....
.....

Results

.....
.....

Title of success or accomplishment described.

.....
.....

Problem or situation.....

.....
.....

Action(s).....

.....
.....

Results

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JOB SATISFACTION/FRUSTRATION

ACTIVITY 6

Job Satisfaction Will Come From:

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I am Frustrated When:

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CAREER OBJECTIVE & SUMMARY

ACTIVITY 8

Identify your career or job objective.

Write a clear, brief specific career objective.

Your Objective

Objective

Nominate a position that you wish to aim for

In two or three well structured sentences, write a summary to emphasise and support your job objective.

Your Summary Statement

Objective

Summary

RESUME

ACTIVITY 9a

Personal Information

Name:

Address:

Telephone No:

Date of Birth:

Hobbies/Interests:

Education (Including year completed; qualification gained; and name of institution)

Secondary:

Secondary
Education Results:

Other Courses:

Extra Curricula Activities (such as sporting activities, participation in school events, involvement in community activities)

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Special Skills (including computer knowledge, typing, etc)

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.....
.....

Memberships

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.....

.....

.....

Career Objective

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Career Summary

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Dates: From To.....

Name of Company:

Position:

Brief Company Description:

.....

Reported to (Title):

Responsibilities:

.....

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.....

.....

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.....

Achievements:

.....

Dates: From To

Name of Company:

Position:

Brief Company Description:

Reported to (Title):

Responsibilities:

Achievements:

RESUME VOCABULARY LIST

ACTIVITY 9b

ACTION LIST

This is a list of action words which could be useful for writing resumes and communicating your achievements.

Communication

Instructed	Notified	Promoted	Mediated
Presented	Wrote	Displayed	Corresponded
Counselled	Lectured	Advocated	Advised
Edited	Translated	Interviewed	Publicised
Authored	Trained	Arbitrated	Demonstrated
Negotiated	Interpreted	Acted as Liaison	Published
Moderated	Sold	Commented	Informed
Guided	Consulted	Recommended	Referred
Marketed			

Administration

Supervised	Managed	Completed	Controlled
Dispensed	Obtained	Directed	Administered
Regulated	Referred	Oversaw	Routed
Implemented	Co-ordinated	Instituted	Appointed
Selected	Recruited	Eliminated	Provided
Determined	Delegated	Arranged	Distributed
Conducted	Consolidated	Terminated	Rectified
Founded	Ordered	Reviewed	Prescribed
Represented	Organised	Supplied	Contracted
Executed	Dispatched	Governed	Headed
Issued	Launched	Offered	Opened
Overhauled	Presided	Revamped	Motivated

Planning & Development

Planned	Created	Invented	Discovered
Developed	Improved	Devised	Broadened
Designed	Produced	Prepared	Drafted
Modified	Proposed	Estimated	

Analysis

Analysed	Evaluated	Systemised	Amplified
Researched	Calculated	Identified Needs	Compiled
Solved	Formulated	Tested	Forecasted
Detected	Disapproved	Studied	Computed
Investigated	Diagnosed	Examined	Programmed

Financial/Records Management

Purchased	Collected	Audited	Logged
Balanced	Expedited	Processed	Charted
Recorded	Allocated	Inventoried	Documented
Maximised	Catalogued	Condensed	Listed
Monitored	Tallied	Guaranteed	Invested
Scheduled	Traced	Procured	
Classified	Updated		

Manual

Constructed	Installed	Built	Navigated
Operated	Maintained	Restored	Assembled
Delivered	Trimmed	Repaired	Modernised
Rewired	Replaced		

General

Handled	Performed	Served	Provided
Contributed	Delivered	Assisted	Increased
Expanded	Initiated	Accomplished	Completed
Originated	Serviced	Utilised	Achieved
Strengthened	Transformed		

Other Words to Use

Remember, that each career field has its own professional 'buzz' words; terminology that immediately differentiates a Nurse from an Accountant, or a Programmer from a Social Worker. For example: do you call those who benefit from your products/services; users, customers, clients, buyers or patients?

SKILL LIST

Some examples of skills and abilities to use as a guide.

Accounting	Checking	Customer Relations	Enforcing
Administering	Clarifying	Decision Making	Evaluating
Advising	Client Relations	Delegating	Facilitating
Analysing	Coaching	Demonstrating	Finalising
Appraising	Communicating	Designing	Financial Planning
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Calculating	Counselling	Editing	Goal Setting
Canvassing	Creating	Effecting Change	Guiding

RESUME CHECKLIST

ACTIVITY 9c

APPEARANCE

- Is your resume visually appealing?
- Does it have white space?
- Is it error free?
- Is it short and well organised?
- Is it easy to read?
- Is the typeface and paper professional?

CONTENT

■ Headings:

- Name, address, telephone numbers?

■ Education:

- Well stated?
- Have you eliminated all irrelevant information?

■ Objective:

- Is it clear? Specific? Brief?
- Does it say; this is who I am and this is what I want to do?

■ Summary:

- Does it support and emphasise your objective?
- Does it say; here is why I will be good at what I want to do next?

■ Work Experience:

- Is the format consistent?
- It is logically organised?
- Are your skills visible?
- Are your achievements listed?

■ Overall:

- What is the overall image created by your resume; dynamic, fast track?
- What kind of impression does it make in the first 15 to 20 seconds?
- Does everything support your objective?
- If you were responsible for filling the position, would you interview this person?

THE REFERENCE RECORD SHEET

ACTIVITY 10

LIST OF REFEREES

1) Name:

Title:

Company:

Telephone:

Referee Contacted & Asked for Permission: Yes No

Date: Follow-Up Call:

Position Applied:

Company:

Name of Person Contacting Referee:

Title:

Date to Expect Call:

2) Name:

Title:

Company:

Telephone:

Referee Contacted and Asked for Permission: Yes No

Date: Follow-Up Call:

Position Applied:

Company:

Name of Person Contacting Referee:

Title:

Date to Expect Call:

3) Name:

Title:

Company:

Telephone:

Referee Contacted & Asked for Permission: Yes No

Date: Follow-Up Call:

Position Applied:

Company:

Name of Person Contacting Referee:

Title:

Date to Expect Call:

4) Name:

Title:

Company:

Telephone:

Referee Contacted and Asked for Permission: Yes No

Date: Follow-Up Call:

Position Applied:

Company:

Name of Person Contacting Referee:

Title:

Date to Expect Call:

RESUME CHECKLIST FOR ONLINE JOB SEEKING

ACTIVITY 11

Have you:

- Spell checked your resume?
- Written a cover letter including the advertised key job criteria and key words used in the ad?
- Modified your cover letter to ensure it is specific to the advertised role?
- Made sure that the cover letter is addressed to the correct person & job?
- Proof read your cover letter – both for errors & to make sure it makes sense?
- Sought out someone else to give you feedback on your resume/ cover letter?
- Made access to an email account with an appropriate name, your name as the sender, and with adequate storage space for replies?
- Provided examples of how you have previously demonstrated the key criteria needed within the role?
- Read the advertisement carefully to make sure it is an appropriate level job to apply for?
- Called the contact person if you need more information to structure your resume around?
- Looked in a variety of online and offline sites for jobs you desire?
- Saved your resume and cover letter in a common file type (e.g. .doc format)
- Briefly explained about any companies you have worked with?
- Made sure your contact numbers are contactable / have appropriate voice mail messages.

JARGON; WHAT TO AVOID

ACTIVITY 13

Check over your own resume – have you overused jargon that could be replaced by simpler language that better conveys what you are trying to say? See the table below for some examples.

Jargon (Left Column)

Acceptable Substitutes (Right Column)

"....." means drop the jargon completely and replace within another word/phrase

A-C		Dates (in text of letters)	<i>(avoid)</i>
Above mentioned	<i>The above</i>	Dear Sir / Madam	<i>Dear "Name"</i>
Accompanied by	<i>With</i>	Deem	<i>Think / Believe</i>
Acquire	<i>Get / Buy</i>	Despatch	<i>Send</i>
Afford an opportunity	<i>Allow</i>	Detailed information	<i>Details</i>
Affix your signature	<i>Sign</i>	Determine whether	<i>Find out</i>
All concerned	<i>Everyone</i>	Disclose	<i>Show / Tell</i>
Alleged	<i>(avoid)</i>	Do not hesitate
Alternative	<i>Choice / Possibility</i>	Due to the fact that	<i>Because</i>
Amend	<i>Change</i>	During the period that	<i>When</i>
Amongst	<i>Among</i>	Effective immediately	<i>Beginning today</i>
Anticipate	<i>Expect</i>	e.g.	<i>For example</i>
Approximately	<i>About</i>	Enclosed herewith	<i>Enclosed</i>
Are in agreement	<i>Agree</i>	Encounter	<i>Meet</i>
As regards	<i>About</i>	Endeavour	<i>Try / Will</i>
As soon as	<i>When</i>	etc.	<i>(avoid)</i>
Ascertain	<i>Learn / Find Out</i>	Eventuate	<i>Happen / Occur / Results</i>
Assist	<i>Help</i>	Expiration	<i>End</i>
At all times	<i>Always</i>	Expressing	<i>Giving</i>
At an early date	<i>Soon</i>	Facilitate	<i>Make easy</i>
At this writing	<i>Now</i>	Facilities	<i>Services</i>
Attached hereto / herewith	<i>Attached</i>	Finalise	<i>Complete / End / Finish</i>
By means of	<i>By</i>	Firstly	<i>First</i>
Beneficial	<i>Helpful</i>	For the purpose
Cheque for this amount	<i>Cheque</i>	Forward	<i>Send</i>
Commence	<i>Start / Begin</i>	For your information
Commitment	<i>Promise</i>	Further to your
Concerning	<i>About</i>	Hereunder	<i>Below</i>
Concur	<i>Agree</i>	Herewith
Consequently	<i>So / Accordingly</i>	I-P	
Consider	<i>Feel / Think</i>	i.e.	<i>That is</i>
Currently prevailing	<i>Present</i>		
D-H			

Immediate requirements	<i>Current needs</i>	Purchase	<i>Buy</i>
In accordance with	Regarding	<i>About</i>
In connection with	<i>About</i>	Rectify	<i>Correct</i>
Indicate	<i>Show</i>	Reject	<i>Cannot accept / Decline</i>
In due course	Relative to
Initial	<i>First</i>	Remittance	<i>Cheque</i>
Initiate	<i>Begin / Start</i>	Requirements	<i>Needs</i>
In order that	<i>So / To</i>	Resolve	<i>Settle</i>
In reply	Restricted	<i>Limited</i>
In respect to	Revert
In the case of	Secondly	<i>Second</i>
In the event of	<i>If</i>	Sincere apology	<i>Sincere</i>
In the light of	Sir	<i>(use name)</i>
In the sum of	<i>For</i>	So that	<i>So</i>
In this matter	Stipulations	<i>Terms</i>
In this regard	Submit	<i>Send</i>
In view of	<i>Therefore</i>	Subsequently	<i>Later</i>
I refer to your letter	Such that
It appears	<i>Apparently</i>	Sufficient	<i>Enough</i>
It is anticipated	<i>I / We Expect</i>	Sum of
It is essential / important	<i>Must</i>	Take this opportunity
It is in order	<i>Must</i>	Thanking you	<i>Thank you</i>
It is intended	Thank you for your attention
It is required	<i>Must</i>	Thereafter	<i>After that</i>
It is suggested	<i>I / We Suggest</i>	This is to inform you
It will be necessary	<i>Must</i>	Undersigned
It would appear	<i>Apparently</i>	Utilise	<i>Use</i>
It would be appreciated	<i>Please</i>	Verification	<i>Proof</i>
Kindly	<i>Please</i>	Was sustained because	<i>Due to</i>
Locate	<i>Find</i>	Which we submit
Ltd (in text)	<i>(avoid)</i>	Whilst	<i>While</i>
Madam	<i>(use name)</i>	With kind personal regards
Minimum	<i>Least</i>	With kindest regards
Namely	<i>That is</i>	With personal good wishes
Necessity	<i>Need</i>	Will be obliged if	<i>Please</i>
Not to your satisfaction	With a view to	<i>So</i>
Number of occasions	<i>Often</i>	With regards to	<i>About or</i>
Penultimate	<i>Second last</i>	With respect to	<i>About / On / With</i>
Please be advised		
Please be guided accordingly		
Practically	<i>Nearly / Almost</i>		
P-Z			
Prior to	<i>Before</i>		
Provided that	<i>If</i>		
Pty Ltd (in text)	<i>(avoid)</i>		

ANSWERING QUESTIONS

ACTIVITY 14

Some examples of interview questions. Prepare brief answers for these and rehearse your responses.

Career:

- Tell me about yourself.
- What kind of position are you looking for? Why do you want to get into this field? Why do you want to work in this industry/company? Why this position?
- If you could have your choice of any position, what would you do?
- Why did you leave your previous jobs?
- What did you do in your last position? How was time allocated? What did you like best/least about it? Why?
- Which assignments did you handle on your own? What did you work on as a member of a team?
- Give me some examples of the most difficult problems you encountered in your previous position. How did you resolve them?
- How was your performance measured?
- Has your work ever been criticised? Why? What happened?
- How did you get along with your boss? What are the qualities you look for in a manager?
- Did you ever fail at any position you tried? Why? What happened?
- What do you consider to be your strongest qualities? What are some of your weaknesses?
- What does success mean to you?
- What position do you hope to reach in five years?
- How much money do you want?
- Are you considering other positions at this time? How does this one compare?
- What else do you think I should know about you?

Education/Training:

- Tell me about your educational background. What did you enjoy the most/least in your education?
- Why did you choose your particular subject?
- What training courses/experiences have you had in the last few years? How were they valuable to you?

Community/Social Activities:

- What kind of social, community and/or civic activities do you take part in? Why? What have you gained from these activities?
- What are your leisure activities? Your hobbies? Why do you like them?

Personal:

- Tell me something about your personal and family life. What is important to you?
- How would your friends describe you? What qualities would they mention?
- What is your thinking on the issue of providing financial security for yourself and your family?
- Would relocating present a problem for you?

6) Questions I need to ask and points to negotiate.

7) Next course of action.