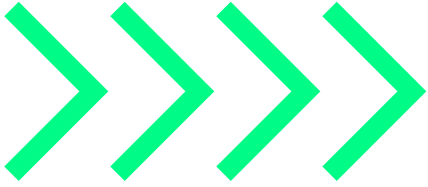




Big Brothers Big Sisters.
OF SAN DIEGO COUNTY



EMPLOYMENT GUIDE

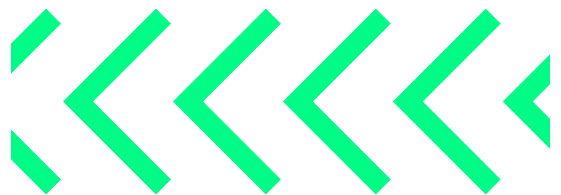
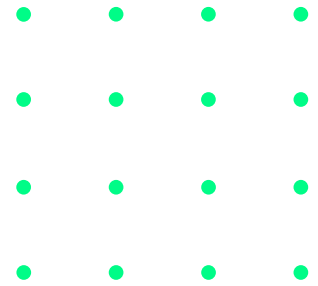


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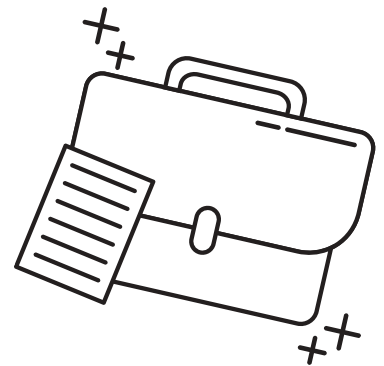
INTRODUCTION



Welcome to our Employment Guide! This guide will provide resources to help you get started on the path to employment.

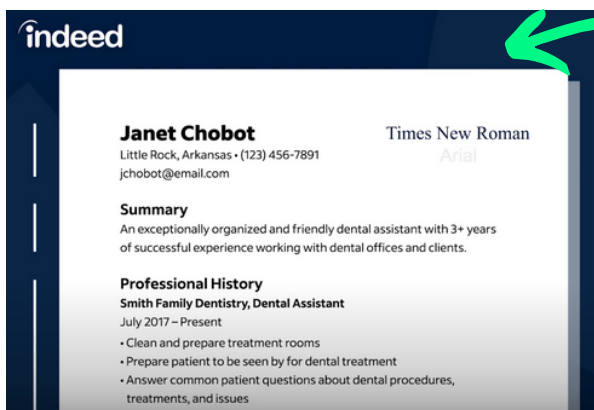
In this guide, you'll find tools to help you with the job search process, writing your resume and cover letter, interview skills, and more.

At the end of the guide, you can find quick links for all the resources we've gathered.



HOW TO WRITE A RESUME

Your resume will help employers get a glimpse of who you are and what experience and skills you have. Take a look at the resources below to help you get started on creating your own unique resume!



Click [here](#) to watch a video about how to create your resume

* Check out these resume builder tools. Simply input your information, skills, and experience, and the resume builder helps you format the rest!

- [Resume.io](#)
- [Resume.com](#)
- [Indeed Resume Builder](#)

RESUMES DO'S AND DON'T'S

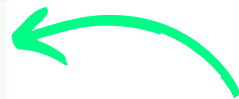
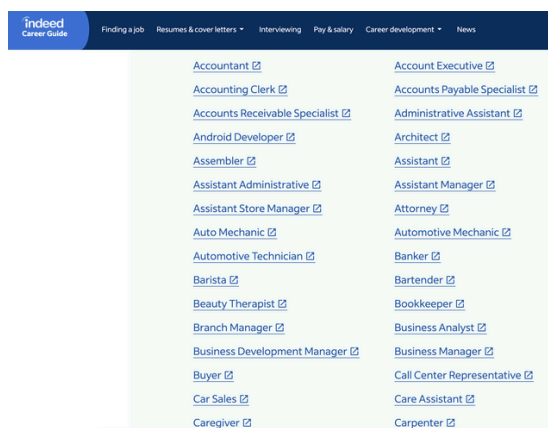
Do:

- Do double-check your resume for any spelling or grammar errors before you submit it.
- Do keep it short. You can tell potential employers more details about yourself in your cover letter and interview!
- Do include any volunteer experience and extracurricular activities you're involved in.

Don't:

- Don't use color, photographs, or special fonts when formatting your resume.
- Don't share an unprofessional email address. Make sure you have a simple email address like this one:
firstname.lastname@gmail.com
- Don't make your resume longer than one page. Keep it short and sweet!

More info here: [Indeed Career Advice](#)



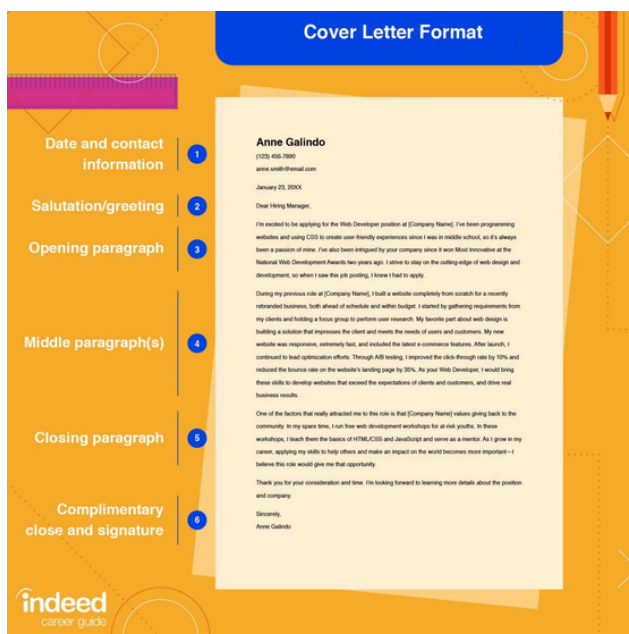
Click [here](#) to view samples of resumes from all different types of professions.

COVER LETTERS

Cover letters are a great way to tell your potential employer a little bit more about yourself and your experience. Some job applications may not require a cover letter, but submitting one might show your employer that you're interested in and serious about the position.



Click [here](#) to watch a short video on writing a cover letter!



Click [here](#) to read this article from Indeed about how to start writing your cover letter. It includes tips, tricks, and examples to help you get started!

COVER LETTERS

Tips and Tricks

- Write a different cover letter for each job you apply for. Talk a little bit about what you like about the company and what inspired you to apply!
- Share what makes you unique! Include your skills, accomplishments, and talk about what you're passionate about.
- Do keep it short and concise. Keep it to one page!

More info here: [Indeed Cover Letter](#)

The 3 Paragraphs of your Cover Letter

Opening Paragraph

- Introduce yourself and share a little bit about why you're excited about applying for the job!

Middle Paragraph

- Talk a little bit about your experience, skills, and qualifications. Include any volunteer roles and other experiences that you think might let your employer know you're right for the job.

Closing Paragraph

- Thank the employer for their time, and let them know you look forward to hearing back!

More info here: [Indeed Cover Letter](#)



Ready to write? Try
this cover letter
builder: [Resume.io](#)

REFERENCES

When going through the hiring process, employers may ask you for a list of references. This just means they're asking for contact information for 3-5 people who know you and can speak about your skills and experience.

Here are a few steps to take when you begin collecting references:

1. **Ask first!** Don't forget to ask your references for permission. Tell your potential references a little bit about the position you're applying for.
2. **Gather contact information** (phone number, email, address) and create a list of 3-5 references with that information.
3. **Don't forget to thank your references!** Keep your references informed on the status of your job search, and thank them for their help.

More information on references can be found here on Indeed: [Indeed Tips for References](#)

Examples of people you might ask to be your reference:

- Teacher
- Coach
- Family friend
- Counselor
- Manager
- Co-worker



You can even use your Big as a reference! But don't forget to ask your Big first!

Here's an example from [Indeed](#) on what you might include on your list of references for your potential employer:

Example of reference list entry

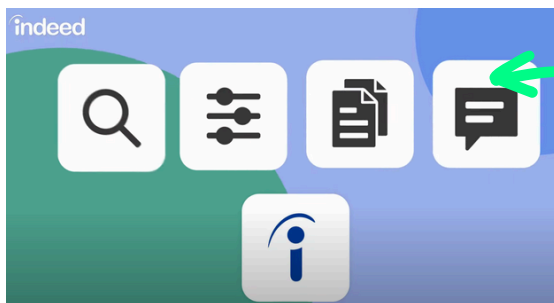
Here's an example of what an entry on your reference list may look like before you submit it to your potential employer:

*Dr. Aaron Rigalski, Professor
Northern State University
4415 Collegiate Lane
Denver, CO, 21356
851-694-2322
drrigalski@nsu.org*

I have known Dr. Rigalski for three years, first as my professor and then as a thesis adviser.

JOB SEARCH: INDEED

Indeed is a job search platform that helps you tailor your search, learn more about companies, and speak directly with recruiters.



Click [here](#) to watch a short video on how to use Indeed!

You can search for companies on Indeed to read reviews from previous and former employees. You can learn about the company's culture, pay, and learn about specific positions. Click here to check it out: [Indeed Company Search](#)

Find great places to work

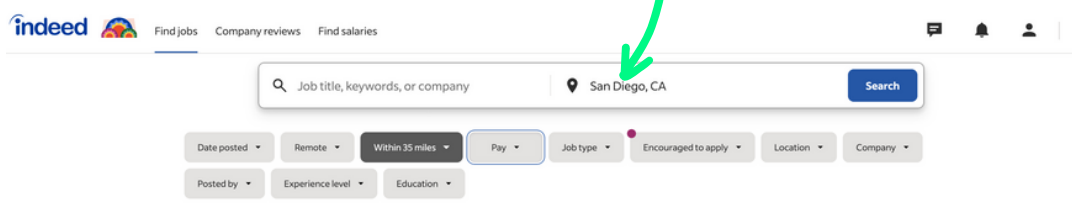
Get access to millions of company reviews

Company name or job title

Find Companies

[Do you want to search for salaries?](#)

After you create an account with Indeed, you can filter your job search by pay, job type, location, and more! Click [here](#) to get started with Indeed!



JOB SEARCH: LINKEDIN

LinkedIn is a job search site that allows you to create a profile, search for jobs, and connect with other professionals.



Your experience as a Little in the Big Brothers Big Sisters program is a great first addition to your profile!


Click [here](#) to create a LinkedIn profile and get started!

LinkedIn has a course that walks you through creating an account, adding your skills and experience to your profile, and will help you start making connections. Click here to take the course for free: [LinkedIn intro course](#)



COURSE

Learning LinkedIn

 LinkedIn · By: Garrick Chow

JOB SEARCH: COFFEE CHATS

A great way to start learning about different career paths is by inviting other professionals to "coffee chats". Coffee chats are brief, informal meetings with experienced professionals to learn more about what they do and why they like it.

Click [here](#) for
LinkedIn's guide
to Coffee Chats.



Here's an example (from LinkedIn) of a message you might send to a professional, asking them to meet for a coffee chat.

Hi [Name]! I am a [program] student at [School] who is eager to learn more about [industry]. I would love to connect to chat about your role at [company] - I have a long-term goal of becoming a [occupation], and I think your insight would be invaluable.

Click [here](#)
to watch a video about how to
approach Coffee Chats (a.k.a.
informational interviews).
This video includes tips on
how to reach out, example
questions you might want to
ask, and more.



INTERVIEW SKILLS

This section will introduce you to the interview process, and provides resources, tips and tricks to help you succeed. You got this!



Click [here](#) to watch a short video about basic interview skills.

And [here](#) to watch a video about conquering interview nerves!



FAQs:

What do I wear to an interview?

Think business attire: dark pants or slacks, a blouse, a button-up, or a knee-length dress or skirt, and closed-toed shoes. You can even research the company to get a sense of how formal you should dress!

What should I bring to my interview?

Bring a few copies of your resume in a folder to give to the person/people interviewing you. You can also bring copies of a list of your references.

What happens after the interview?

You should send a thank-you email to the person/people who interviewed you within 24 hours of your interview. You may need to wait a few days or weeks to hear back about next steps.

INTERVIEW SKILLS



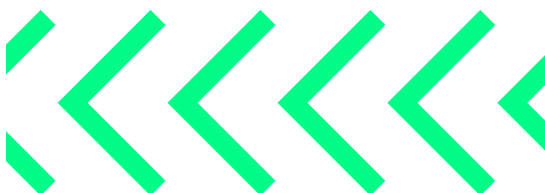
The STAR Method



Ready to practice? Google's Interview Warmup tool allows you to practice answering interview questions and get feedback on your answers!

Click [here](#) to try it out:

interview warmup



QUICK LINKS

 [Indeed.com](#)

 [LinkedIn](#)

 [Indeed Resume Builder](#)

 [Cover Letter Builder](#)

 [Google Interview Warmup](#)

