JOB CLUB: COVID-19 EDITION RESUME FORMATS & WHEN TO USE THEM + WORKING SESSION APRIL 27, 2020

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Current students: visit <u>https://healthymindsns.ca/</u> for **TAO Self-Help**, an online mental health library with interactive modules to help you understand and manage how you feel, think and act.

#NovaScotiaStrong: Support is available 24/7

All services are free, confidential, and in English and French.

Kids Help Phone 1-800-668-6868	CRISIS TEXT LINE Texting support for adults	GOOD 1.833.292.3698 Nova Scotia Post-Secondary Student Helpline
Text NSSTRONG to 686868	Text NSSTRONG to 741741	Text GOOD2TALKNS to 686868
Frontline workers can te FRONTLINE to 741741		

WHAT WE'LL COVER TODAY

Resume Formats LinkedIn and Online Portfolios Accomplishment Statements Cover Letter Tips Working Session Take time to work on your own materials! We'll stay in the session to answer your questions. You can ask via group chat or private message.

Common Resume Types

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Chronological

- -Lists most recent position first
- -Preferred by employers
- -Most common resume type

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EXPERIENCE AND SELLS	

Experience and Skills

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Functional

- -Focuses on skills and experience
- -Often used by people who are changing careers or who have gaps in their employment history



Combination

- -Mix of chronological resume and a functional resume
- Highlights relevant skills while providing chronological work history
- Emphasizes what makes you the best fit for the job, while still giving the employer desired information

RESUME FORMATS

COVID-19 JOB SEARCH (Outside your field of study)

- Functional format (focus: skills)
- Consider 1-page format
- Add references with 2-page format
- Online presence (LinkedIn, online portfolio) more important than ever
- Cover letters not required as often.
 Include one if asked

'REGULAR' JOB SEARCH (In your field of study)

- Combination (focus: skills + experience)
- 2-page format
 More conservative employers: email references when asked
 Less conservative employers: add references to resume
- Online presence (LinkedIn, online portfolio)







Job seeker benefit: identify target organizations or individuals and contact them Employer benefit: search specific skills or backgrounds

Having a strong LinkedIn profile can be a differentiator in a job interview



LINKEDIN CHECKLIST

Professional Profile Photo

Concise, impactful Headline

Polished, approachable **About** section (the 'Why' or 'What I do' side of you)

Upload or link presentations/videos/websites to **Feature** section

Well-constructed **Background**, **Skills & Endorsements**

Optional: collect recommendations from coworkers, peers & references

Involvement in field-specific LinkedIn groups

Larsen, S. (2019, july 19). Inspiration to create a rock star linkedin summary. Linkedin. Https://www.Linkedin.Com/pulse/inspiration-create-rockstar-linkedin-summary-sara-larsen

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LINKEDIN TIPS

DOs

- Share/publish/comment on content regularly *notifications
- Establish 'thought leadership' among your network
- ✓ Build 'what you're about'
- Connect with leaders/innovators in your field

DON'Ts

- Discuss politics, religion or potentially divisive topics
- Use LinkedIn as a dating site
- Use LinkedIn like Facebook or Instagram – this is your professional network, not personal circle

ONLINE PORTFOLIOS? OPTIONAL /F...

- Your field values visual representation (e.g. business, marketing, public relations, communications)
- Your field is emerging (e.g. science communication, lifelong learning)

- You're a NSCC graduate and would like to post your portfolio online (caution: consider information privacy and identity theft)
- You create a lot of professionallevel content (e.g. podcasts, blog posts, YouTube)
- You're willing to learn new platforms and you'll update your online portfolio regularly

Squarespace Personal/CV templates, trendy	<u>https://www.squarespace.com/pricing</u>
WordPress Flexible design options but requires time to learn	<u>https://wordpress.com/pricing/</u>
Weebly User friendly	<u>https://www.weebly.com/ca/pricing</u>
Strikingly User friendly, simple webpage formats	<u>https://www.strikingly.com/s/pricing#</u>
Wix Student format, design knowledge best	<u>https://www.wix.com/students</u> <u>https://www.wix.com/upgrade/website</u>

5 ONLINE PORTFOLIO PLATFORMS

ACCOMPLISHMENT STATEMENTS

What experience or transferrable skills would employers value from my past jobs or volunteer involvement?

Action + the 'What' + Results/Outcome

Designed and coordinated <mark>print and social media materials for Leaders in Tourism</mark>, <mark>a fundraising event that attracted 700 supporters</mark>

Processed food orders quickly and accurately, working in a team format

Implemented daily group activities that encouraged youth ages 6 to 12 years old to become physically active

COVER LETTER TIPS

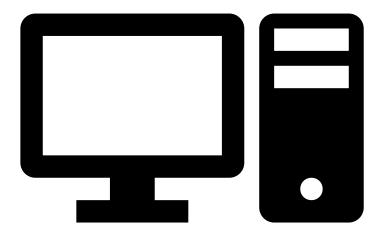
Take a helper or problem-solver approach

"I understand some of the pandemic challenges [organization] might be facing right now, and I'm willing to help with [2 or 3 tasks from job description]."

"These have been uncertain times for many organizations. In the [job title] position, I understand getting back on track or introducing new initiatives might be important for [organization]."

Indicate you're available for an online/telephone interview and what platforms you can access (have at least 3 ready)

WORKING SESSION



Take time to work on your own materials! We'll stay in the session to answer your questions. You can ask via group chat or private message Kyla Friel or Wendy Wang.

Not staying for the working session? If you have questions later contact careerplanning@msvu.ca

RESOURCES

msvu.ca/careerplanning

Left menu: Students/Job Search Resources

- Action verbs
- Resume formatting checklist
- Transferrable skills

McGill University C.V. and Cover Letter

https://www.mcgill.ca/caps/students/prepare/cv

THANK YOU! *YOU'LL RECEIVE SLIDES AND HANDOUTS VIA EMAIL

Questions? careerplanning@msvu.ca

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