

SPEAK UP STAND OUT

Resources for your personal development.

1 WORK SKILLS



Remember

Be polite, use the right job title, summarise why you are right for the role, make sure your CV is up to date.

EXAMPLE

Hi [Insert name],

I hope you are well.

I came across your job posting for a community engagement officer on LinkedIn and I am emailing to express my interest in the position.

This opportunity sounds perfect for me as I love interacting with customers and effecting change in the community. Please find attached a copy of my CV and Cover Letter for your review.

I look forward to hearing from you soon.

Kind regards,

[Your name]



Checklist of what to include

- | | |
|---|---|
| <input type="checkbox"/> When you first heard about the company. | <input type="checkbox"/> Your skills. |
| <input type="checkbox"/> What you hope to gain from the experience. | <input type="checkbox"/> Your area of academic study, and what level. |
| <input type="checkbox"/> Why you chose this company specifically. | <input type="checkbox"/> Extracurricular activities and relevant hobbies. |
| <input type="checkbox"/> Your CV. | |



How to structure your CV

Your CV should be no longer than 2 pages (but as a student ideally you should aim for a page).

HIGH SCHOOL STUDENT RESUME

Youremail@gmail.com

Phone

City, State

LinkedIn URL, Website

Motivated student (3.6/4.0) who demonstrates strong work ethic and creative ability. Seeking to apply my graphic design skills and artistic drive as a summer intern at your company. Will leverage proven experience as a competent designer to contribute to company goals and needs.

EDUCATION

Santa Monica High School, Santa Monica, CA

Senior

- **GPA:** 3.6 / 4.0
- **Relevant Coursework:** Intro to Graphic Design, AP Art, Yearbook, Computer Applications
- **Honors:** Member of the National Honors Society and National Art Education Association
- **Clubs:** Yearbook Club, Santa Monica Newspaper, Spanish club

WORK EXPERIENCE

Yearbook Club

Yearbook Design Team Lead

2015 - Present

- Created a Yearbook logo designed to incorporate school mascot and colors; opted to use coated paper in 2016, which improved photo quality and increased profits by 5%
- Arrange all club photos and pages to correspond to yearbook theme
- Trained and supervised 2 sophomore students in graphic design

Santa Monica Newspaper

Graphic Designer

2015 - Present

- Procured advertising for school paper, saving organization 25% in costs
- Edited and curated photos used for school paper; increasing readership by 15%
- Custom design page layouts to fit articles, photos, and advertisements into strict format
- Contributed to school's online publication by designing page layouts to accommodate mobile screens

ADDITIONAL SKILLS

- Proficient in Photoshop and Adobe Creative Suite
- Basic knowledge of HTML
- Basic knowledge of Adobe Dreamweaver
- Great photographer
- Keen eye for aesthetics with good understanding of image gradients
- Intermediate speaking level in Spanish

ACHIEVEMENTS

- Nominated for Macmillan Prize for Illustration in 2016
- Submitted artwork to Ocean Awareness Student Art Contest 2016
- Came in 2nd place in the Applied Arts 2016 Student Awards for submitting graphic design work under the category of Advertising



Checklist of what to include

- | | |
|---|---|
| <input type="checkbox"/> Your contact information | <input type="checkbox"/> Your work experience |
| <input type="checkbox"/> Your profile | <input type="checkbox"/> Your additional skills |
| <input type="checkbox"/> Your education history | <input type="checkbox"/> Your awards and major achievements |



How to structure your Cover Letter

Your Cover Letter should be no longer than 1 page and contain 3 main sections.

The three sections:

Why that industry?

- What inspired your interest in the industry?
- How have you developed your interest?
- What things have you done?

Why that company?

- What makes that company different from other companies?
- Are there any deals/things the company has done that interest you?

Why are you a good fit?

- What skills have you gained through your experience?
- What hobbies do you have?

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STEP-BY- STEP GUIDE TO NETWORKING



Introduce yourself.

1. Your name.
2. What stage you're at e.g. what year you're in and what your highest level of education/qualification is.



Ask questions.

Use open-ended questions to keep the conversation going e.g. how they got into their job role or how they would describe their experience of working at the company so far.



Make a connection.

1. Ask them about their hobbies (activities, languages, books, movies, tv shows etc.)
2. Form a natural connection over something you have in common.



Explain what you do.

Explain what you would like to do in future too e.g. if you hope to join a particular industry once you finish education.



Exit gracefully.

This can be the hardest part, but here are a few easy exit tip:

1. Suggest a future meeting
2. Bring up the reason you started talking in the first place, summaris and thank them.
3. Ask for a business card/contact information.