# SPEAK UP STAND OUT

Resources for your personal development.



## **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 When you first heard about the company. What you hope to gain from the experience. Why you chose this company specifically. Your CV. Checklist of what to include Your skills. Your area of academic study, and what level. Extracurricular activities and relevant hobbies.

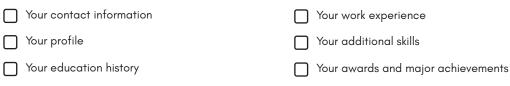




#### How to structure your CV

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

	remail@gmail.com Phone r, State LinkedIn URL, Website
gra	civated student (3.6/4.0) who demonstrates strong work ethic and creative ability. Seeking to apply me phic design skills and artistic drive as a summer intern at your company. Will leverage proven experience a competent designer to contribute to company goals and needs.
	EDUCATION
	nta Monica High School, Santa Monica, CA
Sen •	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
Yea	arbook Club
Yea	arbook Design Team Lead 2015 - Preser
:	Created a Yearbook logo designed to incorporate school mascot and colors; opted to use coated pape 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
Sar	nta Monica Newspaper
	phic Designer 2015 - Presen
•	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 $2_{nd}$ place in the Applied Arts 2016 Student Awards for submitting graphic design work unde the category of Advertising







#### 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?



### 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.

