

Episode 12 - Worksheet



NAVIGATING JOB OPPORTUNITIES - TAILOR YOUR APPLICATIONS WORKSHEET

Date :

Within a single sheet of paper is the story of your career, but also who you-as a person-are. Every part of your application helps to weave together an account of your potential to future employers by telling the story of you.

How that story is written is up to you.

1. Look on your preferred job board and find 5 job titles you are highly interested in:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

2. Write down the essential skills, experience and additional traits each position is looking for in their ideal candidate

	Job 1: _____	Job 2: _____	Job 3: _____	Job 4: _____	Job 5: _____
Skills:					
Experience:					
Additional Traits / expectations					

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3. Now that you've brainstormed what these companies are looking for. What are 5 ways you will customize your Resume and Cover Letter to ensure your application stands out?

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

4. What additional steps can you take to differentiate yourself to demonstrate your skills, passion, and personality during the application process. (Ex. Customizing a video to the hiring manager, Links to your Social Media, Dropping by in person, etc...)

5. What ways can you demonstrate your experience to your potential employer or your commitment to furthering your experience with their company in mind)

Ex. Create a sample Sales Presentation / share a video showcasing your volunteer work / Share a School Project that relates to the role you would be doing, etc...

6. Complete a Follow Up Strategy that includes your next several touch points with company you are applying to. (You should have a clear plan with a timeline, method and intention.)

EG. Wednesday / Call Manager / Confirm they've received my application and get a timeline for when they will be reviewing candidates.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

"If you just work on stuff that you like and you're passionate about, you don't have to have a master plan with how things will play out." - Mark Zuckerberg