

THE
MAYOR'S
YOUTH
EMPLOYMENT
PROGRAM

2016



Name:

NACE

Adapted from The National Association for Colleges and Employers; NACE conducted extensive research to define and identify career readiness competencies allowing for a successful transition into the workplace.

CAREER READINESS

Career Readiness is the attainment and demonstration of required capabilities that broadly prepare college graduates for a successful transition into the workplace.



CAREER READINESS

Pt. 2







These are the skills that employer's will both hire and keep you for.

NACE CORE COMPETENCIES:	EXAMPLES:
<p><u>I. CRITICAL THINKING/PROBLEM SOLVING</u></p> <ul style="list-style-type: none">◆ Exercise sound reasoning to analyze issues, make decisions, and overcome problems◆ Obtain, interpret, and use knowledge, facts, and data in this process◆ Demonstrate originality and inventiveness	<p>➡ Analyzing information to detect</p> <p>← Analyzing results of experiments</p>
<p><u>II. ORAL/WRITTEN COMMUNICATIONS</u></p> <ul style="list-style-type: none">◆ Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization◆ Able to express ideas to others◆ Can write/edit memos, letters, and complex technical reports clearly and effectively	<p>← Presentations in a seminar or meeting</p> <p>➡ Letters, memos, research papers, reports.</p>
<p><u>III. TEAMWORK/COLLABORATION</u></p> <ul style="list-style-type: none">◆ Build collaborative relationships◆ Able to work within a team structure◆ Negotiate and manage conflict	<p>➡ Participating on a sports team,</p> <p>← Working with others to achieve a common goal.</p>
<p><u>IV. INFORMATION TECHNOLOGY APPLICATION</u></p> <ul style="list-style-type: none">◆ Select and use appropriate technology to accomplish a given task◆ Apply computing skills to solve problems	<p>➡ Using problem-solving software/ engineering solutions</p> <p>➡ Using an excel spreadsheet to analyze information</p>

CAREER READINESS

Pt. 3

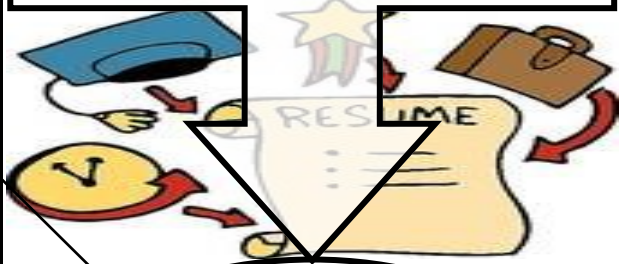
These are the skills that employer's will both hire and keep you for.

EXAMPLES:	NACE CORE COMPETENCIES:
<p>Being captain of a team </p> <p>Delegating tasks for a group project </p>	<p style="text-align: center;"><u>V. LEADERSHIP</u></p> <ul style="list-style-type: none"> ◆ Use interpersonal skills to coach and develop others and organize, prioritize, and delegate work ◆ Assess and manage his/her emotions and those of others ◆ Use empathetic skills to guide and motivate
<p>Choosing to do your homework instead of watching Netflix </p> <p>Coming to work on time and in appropriate attire </p>	<p style="text-align: center;"><u>VI. PROFESSIONALISM/WORK ETHIC</u></p> <ul style="list-style-type: none"> ◆ Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management ◆ Understand the impact of non-verbal communication on professional work image ◆ Demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind and able to learn from his/her mistakes
<p>Completing your FAFSA as early as possible </p> <p>Delegating tasks for a group project </p>	<p style="text-align: center;"><u>VII. CAREER MANAGEMENT</u></p> <ul style="list-style-type: none"> ◆ Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goal ◆ navigate and explore job options, understands and can take the steps necessary to pursue opportunities ◆ Understands how to self-advocate for opportunities in the workplace

RESUME DEVELOPMENT

Pt. 1

Your resume is vital when it comes to telling your story and landing a job! Think of it as a summary of what you'd like to tell an employer about yourself.



Your Name
Home Address
Telephone Number
Email Address

EDUCATION

- College Name
 - GPA, Major, Relevant Classes, Extracurriculars, Awards/Honors
- High School Name
 - GPA, Relevant Classes, Extracurriculars, Awards/Honors

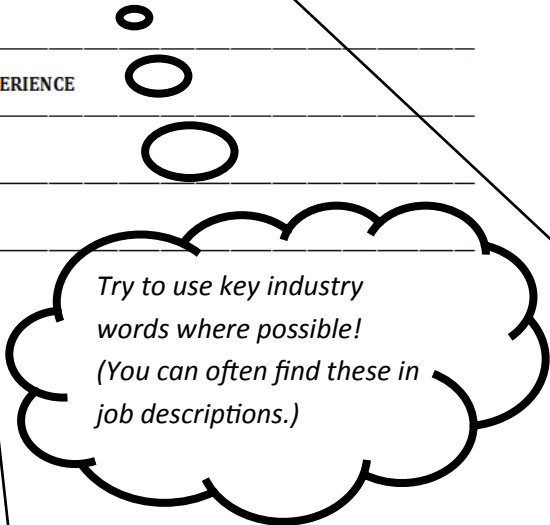
EXPERIENCE

- Most Recent Job Location – Job Title – Dates Worked
 - Brief summary of job responsibilities
- Next Recent Job Location – Job Title – Dates Worked
 - Brief summary of job responsibilities
- Next Recent Job Location – Job Title – Dates Worked
 - Brief summary of job responsibilities

VOLUNTEER EXPERIENCE

AWARDS

SKILLS



Try to use key industry words where possible!
(You can often find these in job descriptions.)

1. Contact Information

Include your Name, Address, Phone Number(s) and email here.
MAKE SURE YOU CHECK YOUR E-MAIL AND ANSWER

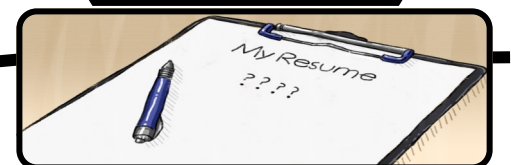
2. Education

List your current and past schools since high school. Include GPA, extracurricular, relevant classes, and any awards or honors!

3. Work Experience

List your previous jobs in order of most recent to least recent. Give brief descriptions (bullet points) of what you did at each one!

(Note: You can also include an Awards Section, Volunteer Section, or Skills section if you think they are necessary.)



TIP: Try to keep your resume limited to one page when you turn it in. You can keep a version of your resume that's longer than one page, but try to trim it down to the most relevant things when ap-

RESUME DEVELOPMENT

Pt. 2

ACTION VERBS

Use these verbs to describe your skills and accomplishments when writing your resume and cover letters. This will increase the strength of your writing and make potential employers take notice!

ANALYTICAL/ QUANTITATIVE:

analyzed
appraised
ascertained
assessed
audited
balanced
budgeted
calculated
clarified
compared
derived
diagnosed
estimated
evaluated
examined
evaluated
examined
financed
formed
improved
increased
inquired
inspected
measures
processed
purchased
qualified
rated
reconciled
regulated
specified
surveyed
synthesized
targeted
tested
verified

CRITICAL THINKING:

Annotated
discovered
formulated
interpreted
investigated
measured
quantified

recorded
researched
searched
studied
surveyed
traced

INNOVATIVE:

Created
designed
developed
displayed
exhibited
illustrated
invented
made
named
performed
produced
publicized
recruited
shaped
staged
visualized

INTERPERSONAL:

Collaborated
competed
contributed
cooperated
coordinated
ensured
interacted
intervened
interviewed
involved
joined
negotiated
participated
perceived
promoted
recognized
referred
related
represented
resolved

LEADERSHIP:

Accomplished
achieved
attended
chaired
coached
convened
enlisted
excelled
facilitated
focused
guided
initiated
instilled

MANAGEMENT:

Acted
applied
assigned
balanced
concluded
conducted
contracted
delegated
directed
exercised
exhibited
financed
forecasted
generated
implemented
managed
mentored
projected
provided
reinforced
succeeded
supervised
trained

ORGANIZATION:

Arranged
cataloged
categorized
classified
collated
compiled

collected
coordinated
designed
documented
grouped
Inventoried
located
maintained
modified
ordered
organized
planned
prepared
prioritized
reorganized
scheduled
simplified
updated

PERSUASION:

Acquired
committed
elicited
empowered
encouraged
influenced
inspired
motivated
persuaded
recruited
sold
solicited
stimulated
suggested

PROBLEM SOLVING:

Adjusted
allocated
changed
completed

concluded
controlled
defined
delivered
distributed
established
expanded
expedited
Implemented
investigated
monitored
obtained
planned
recommended
selected
solved
staged
utilized

HELPING:

Advised
aided
clarified
coached
counseled
enabled
encouraged
guided
listened
protected
provided
served
supported
taught
tended
trained
volunteered
tended
trained
volunteered

TECHNICAL:

Built
coded
computed
corrected
debugged
detected
developed
diagnosed
identified
installed
invented
licensed
operated
printed
programmed
protected
recorded
reinforced
repaired
reproduced
restored
retrieved
treated

VERBAL./ WRITTEN:

Addressed
advertised
authored
conveyed
critiqued
demonstrated
drafted
edited
interpreted
outlined
presented
proofed
published
revised
translated
wrote

RESUME DEVELOPMENT

Pt. 3

PAR: PROBLEM, ACTION, RESULTS PAR, are stories that describe Problems, Actions, and Results, you've delivered from your employers. They are concrete examples of how you solved problems at a prior job. First, use specific examples of key accomplishments and resume bullets. In general, think of relevant stories that show you in action – where you were effective, creative and resilient, rose to the occasion or saved the day.

Rachel has an impressive GPA that exhibits her skills in various classes.

Rachel is using action verbs in her job descriptions.

Rachel is using PAR to describe the things she has executed at her previous work places.

These are examples of Rachel's leadership skills..

REMINDER: All high school information should be removed by the end of sophomore year of college

Rachel G. Appleseed

203-555-5555 • 888 Street Blvd, Stamford CT 06902 • johnsmith@gmail.com

EDUCATION:

University of Connecticut Class of 2020
Westhill High School - Stamford CT Class of 2016

Unweighted GPA: 3.6/ Weighted GPA: 4.1

National Honor Society, Science Honor Society, Spanish Honor Society- Treasurer

AWARDS

Mathematics Department Award 2012, 2013, 2016
President's Award for Achieving Honor Roll in 11 Consecutive Quarters 2015
World Language Department Award 2015
Science Department Award 2012
Business & Technology Department Award 2012

EXPERIENCE

City of Stamford Youth Services Bureau; Mayor's Youth Employment Program Stamford, CT
One of 52 students selected from over 100 applicants for a job readiness program with 27 hours of leadership training and job readiness skills and 140 hours of paid internships

Stamford Health Department Summer 2016

- Accompanied inspectors on health inspections to various establishments, compiled data and statistics for the department, reorganized files, and worked on putting together a database for Stamford shelters.

New Neighborhoods, Inc. - Intern Summer 2015

- I gained clerical experience doing office work, conducted phone surveys, organized the database, and worked as a receptionist

EXTRA-CURRICULAR ACTIVITIES

- Track & Field - Shot-put, Discus, and Javelin thrower for the Westhill High School Team grades 9,10,11,12
- Debate Team - Competed in Connecticut Debate Association tournaments in the Varsity Division grades 10,11,12
- Interact Club - Organized food drives, blood drives, book drives, and other fundraisers at school grades 9,10,11,12
- Student Government - Elected as Twelfth Grade Class Representative grade 12
- Student Ambassadors - Helped out at open houses, volunteered at school events, & assisted incoming freshmen grades 9,10,11
- RSPACEE (Study of the Planets, Aeronautics, Cosmic Environments, and Engineering) grades 10,11
- Classroom Leader - Taught science to fifth graders at Hart elementary school grade 11
- Westword, Westhill Newspaper – writer grade 9

COMMUNITY SERVICE

- Ferguson Library Teen Volunteer - Helped run the Ferguson summer reading program for kids and teens grades 10,11,12
- Stamford Hospital's Junior Volunteer Program - Worked at the Employee Health Center & Laboratory grades 10,11,12
- National Honor Society Tutor - Helped underclassmen with homework after school grades 10,11

SKILLS

Computer: Proficient in Microsoft excel, PowerPoint, Access; Adobe Photoshop, InDesign; Familiar with Java, Lexus Nexus

Social Media: Proficient in Tumblr, WordPress, Twitter, Pinterest, Facebook

Language: Conversational in Spanish, Haitian-Creole, French