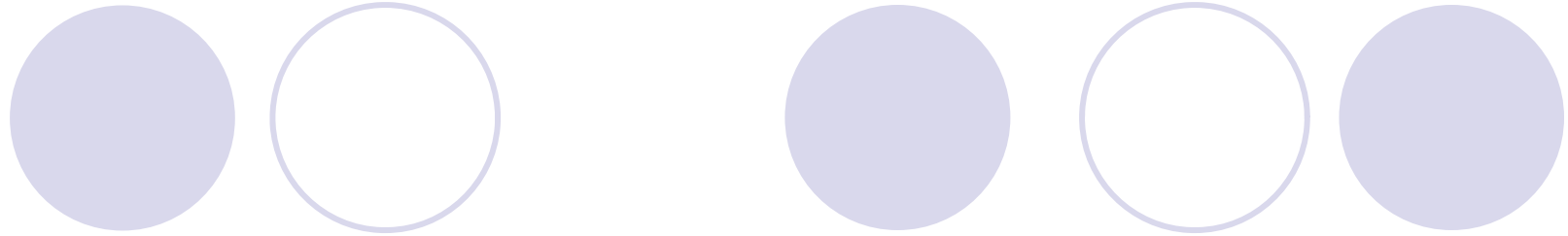


The background features six circles arranged in two rows of three. The top row consists of an empty white circle on the left, followed by two solid light purple circles. The bottom row consists of two solid light purple circles on the left, followed by an empty white circle on the right. The text is centered over these circles.

Career Development

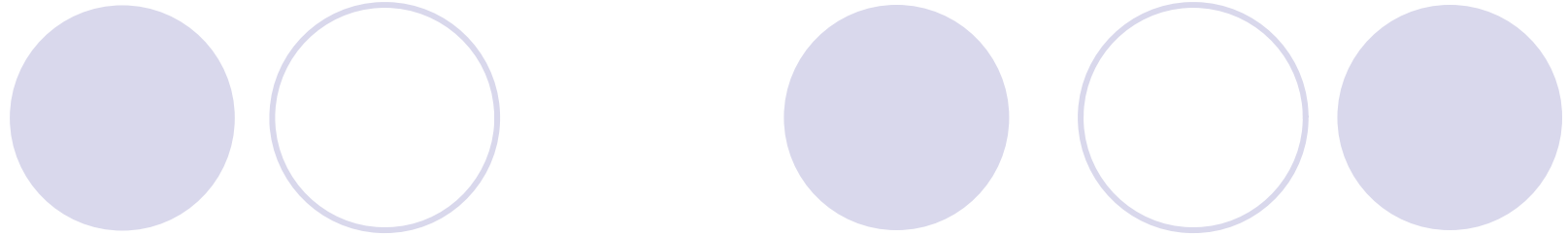
How to present the BEST YOU!!!



Getting the Interview....

Cover Letter / Resume

- Proof read before sending
- Objective should be for job applying for
- Highlight strengths/ transferable skills
- Include volunteer/extra curricular activities
- Be truthful
- Current letters of recommendation
 - No more than two years.



INTERVIEW TIPS...

- Know your organization
 - | Do research – understand the job you are applying for.
 - | Know we have five schools...etc.
- Practice first question...
 - | Tell us a little about yourself



INTERVIEW TIPS

- Dress for Success
 - Dress for the position you are applying for...rarely is anyone over dressed.
 - Bring a change of clothes; take a half day.
- Be on time – Be Early
- Listen to what is begin asked
- Answer questions thoroughly and stay on point



INTERVIEW TIPS...

**Be Authentic, Upbeat, Focused,
Confident, Candid, and Concise.**

- Talk about your transferable or direct skills
 - Share examples
 - Interview is about YOU...sharing why you are the BEST candidate
- Share any special abilities – bilingual
- Smile



FACE TO FACE COMMUNICATION

55% body language

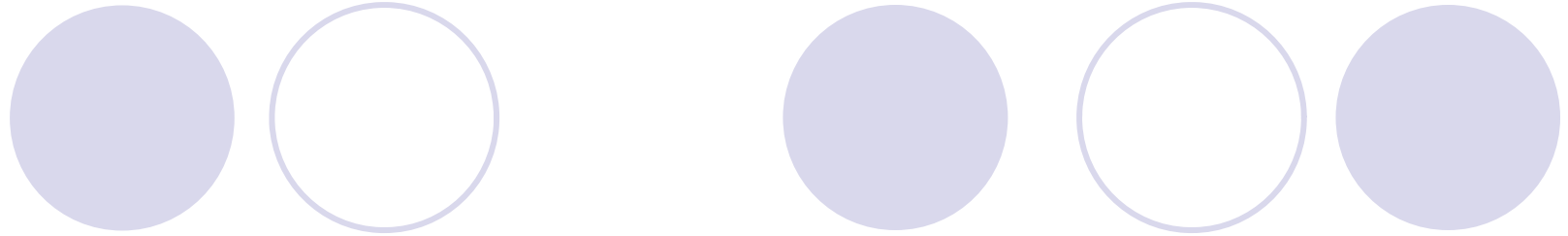
38% tone of voice

7% words used



PITFALLS TO AVOID

- Walking in with a cup of coffee
 - Water is okay
- Using lots of hand motions
- Speaking negatively about previous employer
- Sharing irrelevant information
- Clean up all Social Media sites



BRAINSTORM STRENGTHS...

Think about Strengths....

Think about Growth Areas...



THANK YOU!!!!