

Employment Assistance Tools and Resources - 2021

The COVID-19 pandemic has caused an economic decline. Entering the workforce can be intimidating for new college grads, especially during the pandemic. The workforce has learned to adapt to remote work. It is important for new grads to showcase their best skills. Employers have remained focus on searching for what they have always wanted and needed: strong worth ethic. We have gathered tips and tools for new college grads to practice for entering the workforce.

Tips for Entering the Workforce

You have worked hard for years to achieve your college degree. Now it is time to get out there and start doing what you have dreamed of. Finding the right job can be challenging. Here are some tips for graduates fresh out of college:

1. **Find ways to build your credibility and value.**
2. **Make mistakes, then learn from them.**
3. **Find a mentor.**
4. **Discover what “soft skills” need work.**
5. **Give to get.**
6. **Dress to match the culture.**
7. **Switch your focus.**
8. **Cultivate patience.**
9. **Be coachable and a team player.**
10. **Identify your point of distinction.**
11. **Use strong verbs to describe what you do.**
12. **Be agile and continuously learn.**

Reference:

Council, F. C. (2017, May 24). *Council post: 12 tips for college grads entering the workforce*. Forbes. Retrieved November 10, 2021, from <https://www.forbes.com/sites/forbescoachescouncil/2017/05/24/12-tips-for-college-grads-entering-the-workforce/?sh=690ed9972a98>.

Top 5 Skills Employers Look For

It is important to know what skill employers look for before committing to a college degree. The ultimate goal in college is to get the degree and land your dream job. The top 5 skills employers look for include: critical thinking and problem solving, teamwork and collaboration, professionalism and strong work ethic, oral and written communication skills, and leadership. Students can apply critical thinking skills by engaging in active learning. This can be an internship or field experience, which puts students directly in the situation they would be handling in their career. Teamwork is important for every job. Teamwork promotes unity, which keeps the organization running smoothly. Employers always expect strong work ethic and professionalism. These tasks can be shown by completing your work in an efficient and timely manner. Oral and written communication are so important in the workplace. To improve your communication, be a good listener. When you listen, you are able to provide more thoughtful answers. Evaluating your strengths allows you to find your leadership style. When people see you are passionate about the work you are doing, they get excited as well. Developing these skills will guarantee a successful career.

Reference:

Campbell, M. (n.d.). *Top 5 skills employers look for*. Top 5 Skills Employers Look For | Nth Degree. Retrieved November 10, 2021, from <https://newmanu.edu/top-5-skills-employers-look-for>.

How to Write a Cover Letter

Cover letters are your opportunity to show that you have the background, knowledge, passion, and charisma for the position. Topics to include on a cover letter are contact information, greeting, intro paragraph, body paragraph, closing paragraph, and call-to-action. You do not want recruiters to dig for your contact info. Be sure to include it at the top of the document for them to easily find. Always greet the recruiter/hiring manager. If you are not sure who to address, simply put "To Whom It May Concern." For intro paragraph, it is a good idea to start with a relevant quote or fun fact to grab their attention. This is the time to address who the company is, what they do, and what they care about. You can also list your experiences and roles that relate to this position. If someone at the company referred you, this is when you can address their name. The body paragraph is where you incorporate keywords from the job description they listed. This is where you can include examples of results you have achieved. The closing paragraph is where you summarize your passion and qualifications but be sure to not sound redundant. Once you have completed your paragraphs, be sure to end the letter with sincerely. Try to keep the letter to one page. Lastly, save your cover letter to PDF to ensure no changes are made.

Reference:

How to write The perfect cover letter. Jopwell. (n.d.). Retrieved November 10, 2021, from https://www.jopwell.com/thewell/posts/how-to-write-the-perfect-cover-letter?utm_source=Google&utm_medium=Search&utm_campaign=g-campus-search-pro-dynamic-job-search&utm_term=&gclid=CjwKCAiA1aiMBhAUEiwACw25MTjRGs-4NomK_j7qHTt2naEY6a6XnQq5jpRS9mBkZD7I86eI-8wyfhoCIDcQAvD_BwE.

How to Write a Great Resume

It takes seconds for a recruiter to read a resume and determine if the applicant is fit for the position. The competition can be tough, which means you need to have a flawless resume to be a top candidate. Follow these steps when creating your resume:

1. **Choose the right format:** chronological, functional, or combination.
2. **Include your name and contact information.**
3. **Add professional summary or objective.** A professional summary is a short statement regarding your work experience and skills. An objective explains your career goals.
4. **List soft and hard skills.**
5. **List professional history.**
6. **Include your education history.**
7. **Consider adding optional sections,** such as achievements or interests.
8. **Format your resume.** Pay attention to font size, margins, and spacing.
9. **Proofread.**
10. **Tailor your resume for each position.**

Reference:

How to make a resume (with examples). Indeed Career Guide. (n.d.). Retrieved November 10, 2021, from <https://www.indeed.com/career-advice/resumes-cover-letters/how-to-make-a-resume-with-examples>.

How to Prepare for an Interview

Beginning the workforce can be intimidating. Some tips to prepare for an interview are:

1. **Carefully examine the job description.**
2. **Consider why you are interviewing and your qualifications.**
3. **Perform research on the company and role.**
4. **Consider your answers to common interview questions.**
5. **Practice your speaking voice and body language.**
6. **Prepare several thoughtful questions for the interviewer(s).**
7. **Conduct mock interviews.**
8. **Print hard copies of your resume.**
9. **Prepare your travel arrangements.**
10. **Sell yourself.**
11. **Get ready to follow up after the interview.**

Practicing these simple tips can guarantee confidence and comfort. If you don't know the answer to a certain question, it is perfectly fine to pause for a moment to think.

Reference:

How to prepare for an interview. Indeed Career Guide. (n.d.). Retrieved November 10, 2021, from <https://www.indeed.com/career-advice/interviewing/how-to-prepare-for-an-interview>.

5 Soft Skills to Showcase in an Interview

Soft skills are involved when deciding if the potential hire is likable. Soft skills include attitude, communication skills, time management, critical thinking, and many more that do not relate to intelligence. Soft skills play a great role in hiring decisions. It's important to highlight work ethic, positive attitude, communication skills, time management, and self-confidence. When discussing work ethic, make sure to discuss the company's mission statement and how you are willing to go the extra mile to help the organization succeed. For positive attitude, it is important to give examples of how your positive attitude helped your colleagues in a past position. Your interview is the perfect time to demonstrate your communication skills. It can be helpful to prepare and practice your responses to guarantee your best skills. Time management is a crucial skill for many employers. Explain how you prioritize the most items first and delegate the items that others can do. Self-confidence is portrayed by how you dress, approach the handshake, and how you speak about your experiences during the interview. Be sure to practice these soft skills when preparing for your interview.

Reference:

5 soft skills to showcase in an interview - US news money. (n.d.). Retrieved November 10, 2021, from <https://money.usnews.com/money/blogs/outside-voices-careers/2013/03/20/5-soft-skills-to-showcase-in-an-interview>.

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