

Sault Community Career Centre

Career Worksheet

Self Assessment

Write down your job-related interests, skills, values, limitations. Examples are **organized, team-oriented, forklift training, or cannot work nights.**

Social Media Clean-Up

Delete inappropriate content from your social media accounts. Check it off when you're done.

Facebook

Twitter

Others

Email Employers

Write a list of employers you would like to work for. When you send them an email, **don't ask them for a job!** Explain to them how you are interested in working for them, some of your skills and to let you know when a job becomes available. This shows an employer initiative and they will think of you when a job comes up. Check them off once you've emailed them.

Employers:

HR Email
Address:

Job Search Log

Keep track of all the jobs you apply to. We give you an example.

Date Found	Job Title	Company	Source of Lead	Date Applied	Outcome
Jan 2nd	Admin Assistant	OLG	Online - Indeed.ca	Jan 5th	Interview

Resume Checklist

Personal Info

- First and Last Name
- Address
- Phone Number
- Email Address

Job Objective (Optional)

- Focus on resume content
- Leave out "looking to gain experience in the _____ industry"

Experience

- Companies you worked for in reverse chronological order (job you last worked for first)
- Full name and address of company
- Dates the position was held
- Bulleted list of responsibilities and achievements (begin with action verb; follow STAR method - Situation, Task, Action, Result)
- Absence of personal pronouns ("I")
- Absence of slang, abbreviations
- Appropriate tense (Past tense for past jobs, Present tense for current job)

Education

- Full name of school you attended
- Degrees you attained (if still enrolled, put Education section above Experience section!)
- Any awards you earned
- Bulleted list of assignments that relate to position you are applying for (STAR method - Situation, Task, Action, Result)
- Absence of personal pronouns ("I")
- Absence of slang, abbreviations

Skills/Certificates (Optional)

- Include a list of skills related to the position (Ex. Microsoft Office; Forklift Training; WHMIS)

Volunteer (Optional)

- Full name of organization
- Bulleted list of assignments that relate to the position

References

- Option 1: Include statement "References Available Upon Request" at the bottom of your resume
- Option 2: References listed on a separate page (Include: Name; Organization; Address; Phone Number; Email)