






CAREER CONNECTOR SERVICE MENU

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FINDING THE JOB

Instructors may select sessions individually or schedule the entire series. Each session is one period in length (40 mins).

-  **Resume Writing:** This session is designed to help students create a baseline resume summarizing their high school experiences.
-  **Cover Letter Writing:** Students are provided with step by step instruction on how to write an effective cover letter.
-  **Leveraging LinkedIn:** Students learn how to develop a professional LinkedIn profile.
-  **Job Search:** Students utilize online job search websites including but not limited to Ohio Means Jobs, Indeed, CareerBoard.
-  **Job Applications:** Companies often use applicant tracking software (ATS). Students are provided with general information about the online job search process such as: keywords, timed application process, electronic resumes.

ACING THE INTERVIEW

Instructors may select sessions individually or schedule the entire series. Each session is one period in length (40 mins).

-  **Dressing for Success:** Designed to prepare students on proper interview attire. Students are provided with resources to locate free or affordable interview apparel.
-  **Job Interview Preparation:** Students are walked through an actual practice interview and are provided with feedback for phone, online, and in-person interviews.
-  **Live Mock Interviews:** Services include coordinating mock interviews that are specific to industry.
-  **New Hire Paperwork:** Students will learn about the paperwork needed to get on the payroll, which may include eligibility to work forms, tax withholding forms, and company-specific paperwork.

Interest Inventory. This 40-minute session is designed to engage students in an activity to help guide them into career pathways compatible to their interests. Students will research different career paths discovering information such as job outlook, certifications, apprenticeships, and/or degree requirements for specific jobs.

Competition Ready! Providing you and your students assistance with your program's Career Technical Student Organization (e.g. SkillsUSA) interview and resume preparation, CPR/First AID practice, and presentation skills.

