



## CMAP Worksheet 4 – Job-search skills

Develop key skills employers are seeking and learn job-search techniques.

There are certain job-search skills you will need if you are going to get your dream job. You will need to know how to put together your résumé and portfolio, network to connect with job openings, and conduct a successful interview. This worksheet is designed to familiarize you with job-search resources available in the Career and Experiential Learning Lab in Lucina 235, on the Career Center's Web pages, and on the Internet.

### Résumé Writing

- Using the Career Center tip sheet "Résumés They'll Remember," list the essential components of a résumé. (Look for the tip sheet in the vertical stand in Lucina 235.)

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- Now list three optional components of a résumé.

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- Refer to pages 28-34 in the book titled *Résumés That Knock 'Em Dead* (JS RES 20) to answer the following questions as true or false. Circle the correct response.

**True False** It is inappropriate and unprofessional to list the names of references on a résumé.

**True False** Leave out all references to salary, past and present.

**True False** Mention your age, race, religion, sex, and national origin.

**True False** Do not include a photograph of yourself except for modeling or acting careers.

**True False** Avoid abbreviations except those for educational attainments or those required by the postal service.

### Portfolio Development

Go to <http://www.bsu.edu/careers/>. Click "Career and Experiential Learning Lab." Click "Great Links to Explore." Click "Résumés, Portfolios, Curriculum Vitae, and Cover Letters." Click "BSU Career Tips: Professional Employment Portfolios." Answer the following question.

- What is a portfolio? (The answer is the title of a book with the call number of JS PORT 14.) \_\_\_\_\_

- What does a well-developed portfolio include?

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- Using the career tip sheet titled "Professional Employment Portfolios" list five specific items to include in your portfolio.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

### Networking Skills

7. Go to <http://www.bsu.edu/careers/>. Click "Career and Experiential Learning Lab." Click "Great Links to Explore." Click "Networking." Click "Job Search Networking" to answer the following question. (Hint: A link to the answer is contained in the gray box on the Web page.) What is networking?
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8. The answer to the following question can be found on pages 29-38 of the book *It's Who You Know!* (JS NET 5). List two types of people important to networkers. \_\_\_\_\_

### Interviewing Skills

To answer the next question, go to the Career Center's home page (<http://www.bsu.edu/careers>). Click "Career and Experiential Learning Lab. Click "Publications." Click the link to the Career Center tip sheet titled "Interviewing for Success."

9. List the three skill sets that employers usually evaluate in an interview.
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Find the book *101 Great Answers to the Toughest Interview Questions* (JS INT 4). Turn to page 60 to answer the following question.

10. What does the interviewer really want to hear when asking the following question? What do you want to be doing five years from now?
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11. To answer the next question, return to the Career Center's home page (<http://www.bsu.edu/careers>). Click "Career and Experiential Learning Lab." Click "Great Links to Explore." Click the heading "Interviewing & Salary Negotiation." Click the link "Quint Careers: Job Interviewing Resources." Scroll down the page until you see the link "Job Interview Questions Database." How many questions are in the database? \_\_\_\_\_