

OFFICE OF CAREER SERVICES

ROARING INTO YOUR FUTURE

PHASE 4: THE JOB HUNT



A CAREER PLANNING WORKBOOK
FOR GOVERNORS STATE JAGUARS
EXPLORATION, DISCOVERY, EXPERIENCE, PRESENTATION



THE JOB HUNT

Think of the job search process as a multi-stage hunt, each step leading you closer to your prey (aka your dream job). Here's the breakdown:

- 1. **Preparation:** This is where you sharpen your claws and get your gear in order.
 - o **Update Your Resume & CV:** Your resume is like your jungle stripes – it showcases your unique skills and experiences. Make sure it's polished, up-to-date, and tailored to the specific jobs you're targeting.
 - o **Craft Compelling Cover Letters:** Think of your cover letter as a personalized roar that grabs the employer's attention. It should highlight your enthusiasm for the position and explain why you're the perfect fit for their pack.
 - o **Build Your Network:** This is your jungle alliance! Connect with professionals in your field, attend industry events, and leverage your GSU alumni network. These connections can provide valuable insights, leads, and support.
- 2. **Search and Application:** It's time to start stalking those opportunities!
 - o **Scour the Job Boards:** These are like watering holes where employers gather to find fresh talent. Utilize online platforms like Indeed, LinkedIn, Handshake, and GSU Career Bridge to discover open positions.
 - o **Explore Company Websites:** Many companies list open positions directly on their career pages. Prowl through these sites to find hidden gems.
 - o **Network Your Way In:** Don't be afraid to reach out to your contacts for potential leads. A personal connection can give you a leg up in the competitive job market.
- 3. **Interviewing:** This is your chance to showcase your skills and personality.
 - o **Prepare for the Hunt:** Research the company, practice your answers to common interview questions, and dress to impress. (Remember the Jungle Dress Code!)
 - o **Show Your Stripes:** During the interview, be confident, articulate, and enthusiastic. Highlight your skills and experiences that align with the job requirements.
 - o **Ask Questions:** Demonstrate your interest and initiative by asking thoughtful questions about the company culture, the role, and the team.
- 4. **Offer and Negotiation:** Time to assess your catch and see if it's a good fit.
 - o **Evaluate the Offer:** Carefully review the salary, benefits, and other details. Does the offer align with your career goals and values?

YOUR PROWL FOR PROFESSIONAL PROWESS

- o **Negotiate Like a Pro:** Don't be afraid to negotiate for a better package. Remember, you're a valuable asset, and your skills deserve to be recognized.
- o **Accept or Decline:** Once you've made your decision, communicate it to the employer promptly and professionally.
- 5. **Onboarding:** Congrats, you've joined a new pride! Now it's time to make your mark.
 - o **Start Strong:** Be punctual, enthusiastic, and eager to learn.
 - o **Build Relationships:** Get to know your colleagues and create a positive network within your new workplace.
 - o **Set Goals:** Establish clear goals for your first few months on the job and track your progress.

Career Development vs. Job Search: The Big Picture

Think of career development as the entire jungle ecosystem – a complex network of self-discovery, exploration, planning, and growth. The job search is a specific path within that ecosystem, a focused journey with the goal of landing a job. Both are essential for your career success, but they require different approaches and strategies.

Comparison:

FEATURE	CAREER DEVELOPMENT PROCESS	JOB SEARCH PROCESS
Scope	Broad, lifelong journey	Focused, specific goal of finding employment
Focus	Self-discovery, exploration, decision making, growth	Marketing yourself, securing a job offer
Timeline	Ongoing throughout your career	Starts when actively seeking employment, ends with hire
Activities	Self-assessment, career exploration, goal setting	Resume building, networking, interviewing, negotiation
Relationship	Job search is a part of the broader career development	Career development provides foundation for job search

Key Takeaway:

While the job search process is a critical component, it's important to remember that it's just one phase within the larger career development journey. By investing time in self-assessment, career exploration, and goal setting, you'll be better equipped to make informed decisions and find a fulfilling career path.



YOUR JUNGLE SURVIVAL GUIDE

– THE JOB MARKET CAN BE A DENSE JUNGLE?

Alright Jaguars, now that we've got the basics of the job hunt down, let's dive into some strategies so you can pounce on the perfect opportunity like a pro! This isn't a lazy stroll through the savannah; it's a full-on pursuit of your dream career.

Job Search Strategies: Your Jungle Survival Guide

Remember, the job market can be a dense jungle, but with the right tools and tactics, you can emerge victorious. Here are some strategies to up your game:

- 1. Network Like a Social Butterfly** (or a Jaguar):
 - o **Tap into Your Inner Circle:** Tell your friends, family, professors, and alumni that you're on the hunt. They might know of hidden opportunities or be able to connect you with the right people.
 - o **Attend Networking Events:** Industry conferences, meetups, and even virtual events are great places to meet potential employers and learn about open positions.
 - o **Resources:** Eventbrite, Meetup, GSU Alumni Events
 - o **Leverage LinkedIn:** Build a strong profile, connect with professionals in your field, and join relevant groups. LinkedIn can be a goldmine of job leads and networking opportunities.
- 2. Become a Job Board Ninja:**
 - o **Cast a Wide Net:** Don't just stick to one job board. Explore different platforms like Indeed, LinkedIn, Glassdoor, and niche sites specific to your industry.
 - o **Resources:** Indeed, LinkedIn, Glassdoor, Handshake (for students and recent grads)
 - o **Set Up Job Alerts:** Let the opportunities come to you! Most job boards allow you to create alerts that notify you when new jobs matching your criteria are posted.
 - o **Filter and Refine:** Use keywords and filters to narrow down your search and focus on the most relevant postings.
- 3. Tailor Your Application Like a Camouflage Expert:**
 - o **Customize Your Resume:** Highlight the skills and experiences that are most relevant to each job. Don't just send out a generic resume – make it specific to the role you're applying for.
 - o **Craft Compelling Cover Letters:** Your cover letter should be like a personalized invitation, showcasing your enthusiasm for the position and explaining why you're the ideal candidate.

- o **Resources:** GSU Career Services for resume and cover letter templates and review
- 4. Be Proactive and Persistent:**
 - o **Don't Just Wait for Opportunities:** Reach out directly to companies you're interested in, even if they don't have any current openings listed. A well-crafted email expressing your interest could lead to an unexpected interview.
 - o **Follow Up:** After submitting an application or attending an interview, send a follow-up email or note. This shows your continued interest and initiative.
 - 5. Think Outside the Box:**
 - o **Consider Temp Agencies:** Temporary or contract positions can be a great way to gain experience, build your network, and potentially lead to full-time employment.
 - o **Resources:** Kelly Services, Robert Half, Manpower
 - o **Look for Hidden Opportunities:** Not all job openings are advertised. Talk to people in your field, attend industry events, and keep your ears to the ground for unlisted opportunities.

Jax's Pro Tip: Don't underestimate the power of informational interviews! They can provide valuable insights, expand your network, and even lead to job offers. Remember, the job hunt is a marathon, not a sprint. Stay focused, persistent, and positive, and you'll eventually find your way to the top of the food chain!



JUNGLE SCOUTING REPORT

– KNOWING YOUR PROFESSIONAL HABITAT

Alright Jaguars, listen up! Ever tried to catch a gazelle without knowing its habits or where it hangs out? That's like applying for jobs without analyzing the job descriptions first. Not the smartest move, right?

Job Description Analysis: Your Jungle Scouting Report

Think of a job description as a treasure map to your dream career. It's packed with clues about what the employer is looking for in their ideal candidate. By deciphering these clues, you can tailor your resume and cover letter to stand out from the pack and increase your chances of landing an interview.

Why It’s Essential:

- **Tailoring Your Application:** By understanding the specific skills, experience, and qualifications required for the job, you can highlight your most relevant assets in your resume and cover letter. This shows the employer that you’ve done your homework and you’re a serious contender.
- **Identifying Potential Red Flags:** A job description analysis can also help you spot any red flags or potential dealbreakers. For example, if the job requires extensive travel and you’re not willing to be on the road, it might not be the right fit.
- **Preparing for Interviews:** Knowing the ins and outs of the job description allows you to anticipate potential interview questions and prepare thoughtful responses. This will help you appear knowledgeable and enthusiastic about the position.
- **Assessing Your Fit:** By comparing your skills and experience to the job requirements, you can determine whether you’re a good match for the role. This can save you time and energy by focusing your job search on opportunities that align with your qualifications and interests.

How to Crack the Code:

1. **Read Between the Lines:** Don’t just skim the surface. Look for keywords and phrases that reveal the company culture, the team dynamic, and the specific challenges of the role.
2. **Identify the Must-Haves:** What are the absolute essential skills and qualifications for this position? Do you possess them?
3. **Look for Alignment:** Does this job align with your career goals, values, and interests? Will it allow you to grow and develop your skills?
4. **Take Notes:** Jot down key points in your Jungle Journal. This will help you tailor your application materials and prepare for potential interviews.

Remember, Jaguars, a thorough job description analysis is like scouting out the terrain before you pounce. It gives you a strategic advantage and increases your chances of landing that perfect opportunity. So, don’t skip this crucial step – it could be the difference between a successful hunt and a missed opportunity!

Jungle Journal: Decoding the Jungle Signs

- o Record your thoughts and reflections in your Jungle Journal. Use the Job Description Analysis Worksheet as a guide.
- o Ask yourself: What excites me most about this job? What concerns do I have? Does this job feel like a good fit for me?

Before you pounce on a job posting, take a moment to carefully analyze the job description. It’s like studying your prey – understanding its habits, preferences, and weaknesses. This will help you tailor your application and increase your chances of a successful hunt.

Jungle Journal: Job Description Analysis Worksheet

Grab your journal and let’s dissect a job description together! Here’s a sample analysis to get you started:

JOB TITLE	MARKETING COORDINATOR
Company/Organization	Acme Marketing Solutions
Key Responsibilities	Develop and execute marketing campaigns, manage social media accounts, analyze campaign performance, create marketing materials, collaborate with cross-functional teams.
Required Skills	Strong communication skills, experience with social media platforms, knowledge of marketing analytics, creative problem-solving, ability to work independently and collaboratively.
Desired Qualifications	Bachelor's degree in marketing or related field, 2+ years of experience in marketing, proficiency in Adobe Creative Suite.
Alignment with My Goals	(Write your thoughts on how this job aligns with your career goals and interests.)

By analyzing job descriptions, you’ll gain a deeper understanding of what employers are looking for and how to position yourself as the ideal candidate. It’s like learning the secret language of the jungle – once you crack the code, you’ll be well on your way to landing that dream job!

Now, you try analyzing a job description!

JOB TITLE	
Company/Organization	
Key Responsibilities	
Required Skills	
Desired Qualifications	
Alignment with My Goals	

Jax’s Pro Tip: Don’t be afraid to reach out to the hiring manager or recruiter with any questions you have about the job description. This shows your initiative and interest in the position.

Remember, Jaguars, a thorough job description analysis is like scouting out the terrain before you pounce. It’ll help you make informed decisions and increase your chances of finding the perfect career hunting ground!



AVOIDING POISONOUS PITFALLS

– PLAY THE JUNGLE DETECTIVE

Alright Jaguars, listen up! The job search jungle can be a wild place, and not all creatures are friendly. While most opportunities are legit, there are some sneaky snakes out there looking to prey on unsuspecting job seekers. Don't worry, though, Jax is here to help you spot those fakers and protect yourself from getting "eaten alive" by scams.

Job Search Safety: Avoiding the Poisonous Pitfalls

Remember, Jaguars, a smart hunter is always cautious and aware of its surroundings. The same goes for your job search. Here's how to stay safe and avoid those slimy scam artists:

Spot the Scam Indicators: Play the "Jungle Detective"

Think of yourself as a jungle detective, looking for clues that something fishy is going on. Here are some red flags that might indicate a fake job posting:

- **Too Good to Be True:** If the job promises a high salary for minimal work or experience, it's probably a trap. Remember, Jaguars, there's no such thing as a free lunch (or a free job).
- **Vague Job Descriptions:** Legitimate job postings are usually detailed and specific about the required skills and experience. If the description is vague or seems copied and pasted from somewhere else, be wary.
- **Upfront Payment Required:** Never, ever pay money to apply for a job. Reputable employers don't ask for payment upfront.
- **Requests for Personal Information:** Be cautious about sharing sensitive information like your social security number or bank account details. Legitimate employers will only ask for this information after you've been hired.
- **Pressure Tactics:** If the recruiter is pressuring you to make a quick decision or seems overly pushy, it's a red flag.
- **Unprofessional Communication:** Look out for grammatical errors, typos, and generic email addresses (e.g., not from a company domain).

Example Fake Job Postings:

- **"Get Rich Quick Working from Home!":** This classic scam promises unrealistic earnings for little effort.

- **"Data Entry Clerk – Earn \$50/hour with No Experience!":** Legitimate data entry jobs rarely pay this much, especially for entry-level positions.
- **"Mystery Shopper Needed – Make Money Shopping!":** These scams often involve receiving a fake check and being asked to wire money back to the "employer."

How to Determine if a Job Posting is Legitimate:

- **Research the Company:** Check if the company has a website and a legitimate online presence. Look for reviews on sites like Glassdoor or Indeed.
- **Verify the Contact Information:** Make sure the company has a professional email address and phone number. Google the contact information to see if it's associated with any scams.
- **Trust Your Instincts:** If something feels off, it probably is. Don't hesitate to walk away from a job posting that seems too good to be true.

If You Get "Eaten Alive" (Scammed):

1. **Change Your Passwords:** If you shared any passwords, change them immediately.
2. **Freeze Your Credit:** Contact the credit bureaus (Equifax, Experian, TransUnion) and freeze your credit to prevent identity theft.
3. **Contact Your Bank:** If you shared any financial information, contact your bank to report the fraud.
4. **Update Your Identification Documents:** If you shared your social security number or other identifying information, be vigilant about monitoring your accounts for any suspicious activity.
5. **Install Anti-Malware Protection:** Run a virus scan on your computer to make sure no malware was installed.

Report the Scam:

- **Federal Trade Commission (FTC):** [ReportFraud.ftc.gov](https://www.ftc.gov/report-fraud)
- **Internet Crime Complaint Center (IC3):** <https://www.ic3.gov/Home/ComplaintChoice>
- **If the scam originated on a job board (Indeed, LinkedIn, etc.):** Report it directly to the job board through their reporting mechanisms.

Job Search Safety Do's and Don'ts:

- | | |
|--|---|
| <ul style="list-style-type: none">• Do:<ul style="list-style-type: none">o Research companies thoroughly before applying.o Use reputable job boards and websites.o Protect your personal information.o Trust your instincts. | <ul style="list-style-type: none">• Don't:<ul style="list-style-type: none">o Give out your social security number or bank account information until you've been offered a job.o Send money to anyone for a job opportunity.o Click on suspicious links or attachments in emails.o Fall for promises of easy money or unrealistic job offers. |
|--|---|

Remember: By staying vigilant and following these tips, you can navigate the job search jungle safely and avoid becoming prey to scammers. Now go out there and find that dream job, Jaguars!

SPOT THE SCAM: JUNGLE JOB POSTINGS EDITION

Hey Jaguars, it's Jax here with a little game to test your scam-sniffing skills! Below are a few sample job postings – some are real, some are fake. Your mission is to circle the red flags that indicate a scam and determine if the posting is legit or a trap. Let's see how well you can navigate the job search jungle!

Job Posting 1:

Subject: Work From Home and Earn Big \$\$\$!

Body: Are you tired of your boring 9-to-5 job? Do you want to make easy money from the comfort of your own home? We're looking for motivated individuals to join our team of online marketers! No experience necessary. You'll earn up to \$10,000 per week just by posting on social media. Limited spots available – act fast!

Legit or Scam? Why?

Job Posting 2:
Subject: Administrative Assistant - Acme Corporation
Body: Acme Corporation is seeking a highly organized and motivated Administrative Assistant to support our Marketing team. Responsibilities include scheduling meetings, managing calendars, preparing reports, and assisting with various administrative tasks.

Qualifications:

- Bachelor’s degree preferred
- Excellent communication and interpersonal skills
- Proficiency in Microsoft Office Suite

To apply, please submit your resume and cover letter to david.jones@acmecorp.org.

Legit or Scam? Why?

Job Posting 3:
Subject: Customer Service Representative - Work from Home
Body:We are seeking a Customer Service Representative to provide exceptional support to our clients. This is a remote position with flexible hours.

Responsibilities:

- Answer customer inquiries via phone and email
- Resolve customer complaints and issues
- Process orders and returns

Qualifications:

- Excellent communication and interpersonal skills
- Experience in customer service
- Ability to work independently and as part of a team

To apply, please click on the link below and complete our online application:
<https://apply-jobs-fisio.com/123456>

Legit or Scam? Why?

Job Posting 4:
Subject: Mystery Shopper – Get Paid to Shop!
Body: We’re looking for mystery shoppers to evaluate the customer service at various retail stores. This is a fun and easy way to make extra cash! You’ll receive a check in the mail to cover your purchases, and all you have to do is provide feedback on your experience.

Legit or Scam? Why?

Jax’s Pro Tip: Remember, trust your instincts. If something feels too good to be true or seems suspicious, it probably is. Do your research, verify the company’s information, and never give out personal or financial information unless you’re absolutely sure it’s a legitimate job opportunity.

Answer Key:
Job Posting 1: Scam (unrealistic earnings, no experience required, pressure tactics); **Job Posting 2:** Legit (detailed job description, specific qualifications, professional email address); **Job Posting 3:** Scam (suspicious URL, vague company information). **Job Posting 4:** Scam (fake check scheme)

Alright Jaguars, now that you’ve got your job search strategy locked down, let’s talk about the tools you’ll need to snag that dream opportunity. Think of these as your jungle survival kit for the professional world – essential documents that showcase your skills, experience, and personality.

Importance of Professional Documents

- **First Impression:** Professional documents create a positive first impression and grab the attention of recruiters.
- **Highlight Your Strengths:** They highlight your key strengths, achievements, and relevant experiences to the job.
- **Personalization:** Cover letters and career portfolios allow you to tailor your application to each job and company.
- **Showcase Your Work:** Career portfolios provide tangible evidence of your skills and abilities, setting you apart from other candidates.

Investing time and effort in crafting compelling resumes, cover letters, and career portfolios can significantly enhance your job search success. These documents are your marketing tools, showcasing your qualifications and making a compelling case for why you are the best candidate for the job.

Professional Documents: Your Career Passport

Just like a passport gets you into exciting new countries, your professional documents open doors to incredible career opportunities. Let’s break down the essentials:

- Resume:** Your resume is like your highlight reel – a snapshot of your skills, experience, and accomplishments. It’s your first chance to make a strong impression, so make sure it’s polished and tailored to the specific job you’re applying for.
 - **Jax’s Pro Tip:** Keep your resume concise, easy to read, and focused on your most relevant qualifications. Don’t forget to highlight any transferable skills you’ve gained from your classes, extracurricular activities, or volunteer work.
- CV (Curriculum Vitae):** A CV is like a supercharged resume, often used for academic or research positions. It goes into more detail about your educational background, publications, presentations, and other academic achievements.
 - **Jax’s Pro Tip:** If you’re applying to grad school or a research-focused role, a CV is your go-to document. It’s your chance to show off your academic prowess and demonstrate your potential for research or scholarship.
- Cover Letter:** Think of your cover letter as a personal introduction to the hiring manager. It’s your chance to express your enthusiasm for the position, highlight your most relevant skills, and explain why you’re the perfect fit for the team.
 - **Jax’s Pro Tip:** Don’t just repeat your resume in your cover letter. Use it to tell a story about your experiences and how they’ve prepared you for this specific role. Be specific, show your personality, and let your passion shine through!
- Letters of Recommendation:** These are like glowing testimonials from your jungle mentors. Letters of recommendation from professors, supervisors, or mentors can vouch for your skills, work ethic, and potential.
 - **Jax’s Pro Tip:** Choose recommenders who know you well and can speak to your strengths. Give them plenty of time to write a thoughtful and detailed letter.
- Career Portfolio:** This is your chance to showcase your proudest accomplishments. A career portfolio can include work samples, projects, presentations, awards, and other evidence of your skills and achievements.
 - **Jax’s Pro Tip:** Tailor your portfolio to the specific job you’re applying for. Choose samples that demonstrate your most relevant skills and experiences.

Crafting Your Career Toolkit

Remember, Jaguars, your professional documents are a reflection of you. Take the time to craft them carefully and showcase your unique strengths and talents. With a well-prepared career toolkit, you’ll be ready to conquer the job market jungle and land that dream opportunity!

Next Steps:

In the following sections, we’ll dive deeper into each of these documents, providing templates, examples, and expert tips to help you create a winning portfolio that will impress even the toughest hiring manager.



CONQUER THE PROFESSIONAL JUNGLE

— CRAFTING AN EYE CATCHING RESUME AND CV

Alright Jaguars, sharpen your claws! We’re about to craft the ultimate weapons for your job hunt: resumes and CVs. These are your personal marketing materials, showcasing your skills, experience, and unique jaguar flair to potential employers. Let’s dive in and make sure you’re armed and ready to conquer the professional jungle!

Resume vs. CV: Knowing the Difference

Before we unleash your inner wordsmith, let’s clear up the difference between a resume and a CV:

- **Resume:** This is your go-to document for most job applications. It’s a concise snapshot of your most relevant skills and experiences, usually tailored to a specific job opening. Think of it as your career “greatest hits” album – short, sweet, and designed to impress.
- **CV (Curriculum Vitae):** This is a more comprehensive document that details your entire academic and professional history. It’s typically used for academic, research, or scientific positions where a more in-depth look at your qualifications is needed. Think of it as your career “director’s cut” – a longer, more detailed version that showcases your full range of talents.

Who Needs a CV?

While most job seekers can rely on a resume, there are certain fields and situations where a CV is the preferred format:

- **Academia:** Professors, researchers, scientists, and other academic professionals typically use CVs to showcase their publications, presentations, grants, and other scholarly achievements.
- **International Job Applications:** In some countries, a CV is the standard format for all job applications.
- **Certain Industries:** Some industries, like healthcare and scientific research, might prefer CVs to get a more comprehensive view of your qualifications.

Resume Types: Finding Your Purr-fect Match

There are several types of resumes, each with its own strengths and weaknesses. The best type for you will depend on your experience, career goals, and the industry you’re targeting.

RESUME TYPE	PROS	CONS	BEST FOR...
Chronological (The Classic)	- Easy to follow career path - Great for steady work experience - ATS-friendly	- Skills get overshadowed by experience - Not ideal for career changes or gaps	Students with internships, recent grads, and linear career paths
Functional (The Skill Spotlight)	- Highlights transferable skills - Perfect for career changers	- Downplays relevant work his- tory (especially for experienced applicants)	- Recent grads, career changers, or those focusing on a specific skill set
Combination (The Best of Both)	- Balances skills and experience - Appeals to a wider range of employers	- Can be longer than other types	- Those with diverse experience or a mix of relevant skills and work history
Targeted (The Job-Specific Charmer)	- Tailored to a specific position - Highlights relevant keywords	- Requires multiple versions for different jobs	- Applying for a specific role you REALLY want
Mini-Resume (The Quick-Strike Specialist)	- Perfect for online profiles or networking events - Highlights key skills and achievements	- Limited information - Not suit- able for formal applications	- Networking events, online profiles (like LinkedIn)
Infographic (The Creative Eye-Catcher)	- Visually stunning - Showcases design skills	- Risk of being too gimmicky - ATS might struggle	- Creative fields (graphic design, marketing) - Use with CAUTION!
Creative (The Rule-Breaker)	- Unique and memorable - Per- fect for artistic fields	- May not be taken seriously - Not ATS-friendly	- Freelance or contract work in creative fields (think photographers, writers)
Federal Resume (The Government Guru)	- Specific format for government jobs - Highlights qualifications and achievements	- Not suitable for private sector jobs - Rigid format	- Applying for federal or government positions

Resume Must-Haves:

Regardless of the type of resume you choose, there are some essential elements that should always be included:

- **Contact Information:** Name, phone number, email address, and LinkedIn profile URL.
- **Summary or Objective Statement:** A brief overview of your skills, experience, and career goals.
- **Education:** List your degrees, schools attended, dates of attendance, and any relevant coursework or honors.
- **Experience:** Detail your work history, including company name, job title, dates of employment, and a list of your key responsibilities and accomplishments.
- **Skills:** Highlight your most relevant skills, both hard and soft.
- **Optional Elements (Choose the ones most relevant to you and the job):**
 - o **Awards and Honors:** List any academic awards, scholarships, or professional recognitions.
 - o **Publications:** (For CVs) Include any articles, papers, or books you’ve authored or co-authored.
 - o **Presentations:** (For CVs) List any conferences, workshops, or seminars where you’ve presented your work.
 - o **Grants and Fellowships:** (For CVs) Mention any research grants or fellowships you’ve received.
 - o **Certifications and Licenses:** List any professional certifications or licenses you hold.
 - o **Volunteer Experience:** Highlight your volunteer work, especially if it demonstrates relevant skills or experience.
 - o **Professional Affiliations:** List any professional organizations you belong to.
 - o **Languages:** Mention any foreign languages you speak, along with your proficiency level.
 - o **Technical Skills:** List specific software, tools, or technologies you’re proficient in.
 - o **Relevant Coursework:** If you’re a recent graduate or career changer, list relevant courses you’ve taken to demonstrate your knowledge in a specific field.

Jax’s Pro Tip: Remember, the goal is to showcase your most impressive and relevant qualifications. Don’t overload your resume or CV with too much information. Choose the optional elements that best support your career goals and the specific job you’re applying for.

Design Tips: Make Your Resume a Work of Art!

Jaguars, your resume shouldn’t just be a boring list of facts. It should be a visually appealing masterpiece that showcases your unique personality and skills. Here are some design tips to help you create a resume that roars with professionalism:

Layout and Formatting:

- **Keep it Clean and Professional:** Use a clean and simple layout with plenty of white space. This makes your resume easy to read and navigate.
- **Use Headings and Bullet Points:** Break up your text into sections with clear headings and use bullet points to highlight your accomplishments.
- **Prioritize Information:** Put your most relevant information (like your summary and skills) at the top, where it will be seen first.
- **Font Choice:** Stick to professional fonts like Arial, Calibri, or Times New Roman. Avoid overly decorative or difficult-to-read fonts.
- **Font Size:** Use a font size of 10-12 points for the body text and 14-16 points for headings.
- **Page Length:** One page is the standard for most resumes, especially for recent graduates or those with less than 10 years of experience. A two-page resume may be appropriate if you have extensive experience or are applying for academic or research positions. However, be sure every bit of information is relevant and impactful.

Date Formatting:

- **Consistency is Key:** Choose a format for dates and stick with it throughout your resume.
- **Common Formats:** “Month Year” (e.g., May 2024) or “Year - Year” (e.g., 2022-2024).
- **Avoid Abbreviations:** Spell out months to avoid confusion (e.g., May instead of 05).

Color Schemes:

- **Keep It Subtle:** If you choose to use color, use it sparingly and strategically.
- **Neutral Tones:** Stick to neutral colors like black, white, gray, or beige for the majority of your text.
- **Accent Colors:** Use a pop of color (like GSU blue or green) to highlight headings or section titles.
- **Avoid Bright or Neon Colors:** These can be distracting and unprofessional.

Roarrr-tastic Resume Action Verbs: Make Your Skills Leap off the Page!

Jaguars, let’s give your resume some extra bite! Using strong action verbs is like adding a splash of color to your jungle camouflage – it makes your skills and experiences stand out and grab the employer’s attention. Here are some powerful verbs to spice up your resume, categorized by skill type:

Communication Skills:

- Articulated
- Collaborated
- Corresponded
- Edited
- Facilitated
- Influenced
- Interpreted
- Negotiated
- Persuaded
- Presented

Organizational Skills:

- Coordinated
- Developed
- Established
- Expedited
- Formulated
- Improved
- Organized
- Prioritized
- Streamlined
- Systematized

Technical Skills:

- Analyzed
- Calculated
- Coded
- Configured
- Constructed
- Debugged
- Diagnosed
- Engineered
- Programmed
- Troubleshoot

Leadership Skills:

- Chaired
- Delegated
- Empowered
- Executed
- Headed
- Implemented
- Initiated
- Mentored
- Motivated
- Spearheaded

Creative Skills:

- Conceptualized
- Created
- Designed
- Developed
- Illustrated
- Invented
- Originated
- Pioneered
- Produced
- Revitalized

Customer Service Skills:

- Advised
- Assisted
- Consulted
- Educated
- Empowered
- Exceeded
- Expedited
- Resolved
- Satisfied
- Served

Jax’s Pro Tip: Don’t just list your duties and responsibilities. Use action verbs to showcase your accomplishments and the impact you made. For example, instead of saying “responsible for managing social media accounts,” try “increased social media engagement by 20% through targeted campaigns and creative content.”

Remember, Jaguars, your resume is your chance to roar about your skills and accomplishments. By using strong action verbs, you can make your qualifications leap off the page and impress potential employers!

Roarrr-tastic Resume Revamp: Ditch the Dull and Unleash Your Inner Wordsmith!

Jaguars, let’s give those tired resume phrases a makeover! It’s time to ditch the generic jargon and inject some personality into your career story. Here’s your guide to transforming everyday phrases into attention-grabbing statements:

BASIC PHRASE	JAX’S JUNGLE-FIED ALTERNATIVES
Responsible for	Spearheaded, Orchestrated, Managed, Executed, Facilitated, Oversaw
Worked on	Collaborated on, Contributed to, Partnered in, Played a key role in, Developed
Helped	Assisted, Supported, Empowered, Mentored, Guided, Championed
Experienced in	Adept in, Proficient in, Skilled in, Well-versed in, Knowledgeable about
Familiar with	Conversant with, Experienced with, Understand the nuances of, Possess knowledge of
Assisted with	Contributed to, Facilitated, Aided, Supported, Collaborated on
Strong communication skills	Articulate communicator, Persuasive speaker, Effective writer, Active listener
Team player	Collaborative team member, Effective collaborator, Proven team leader
Hardworking	Diligent, Dedicated, Results-oriented, Driven, Motivated, High-achieving
Fast learner	Eager to learn, Quick study, Adaptable, Resourceful, Inquisitive
Detail-oriented	Meticulous, Precise, Thorough, Methodical
Results-oriented	Goal-driven, Achievement-oriented, Outcome-focused
Proven track record	Demonstrated success in, Consistently achieved results in, Exceeded expectations in

Jax’s Pro Tip: Don’t just tell them what you did, show them the impact you made! Use quantifiable results whenever possible. For example, instead of saying “increased social media engagement,” try “boosted social media engagement by 25% through targeted campaigns and creative content.”

Example of a Jungle-fied Resume Bullet Point:

Before: Responsible for managing social media accounts.

After: Spearheaded a social media strategy that boosted engagement by 25%, resulting in increased brand awareness and website traffic.

See the difference? By using stronger verbs and showcasing your impact, you’re not just listing tasks – you’re demonstrating your value and proving that you’re a jaguar who can get results!

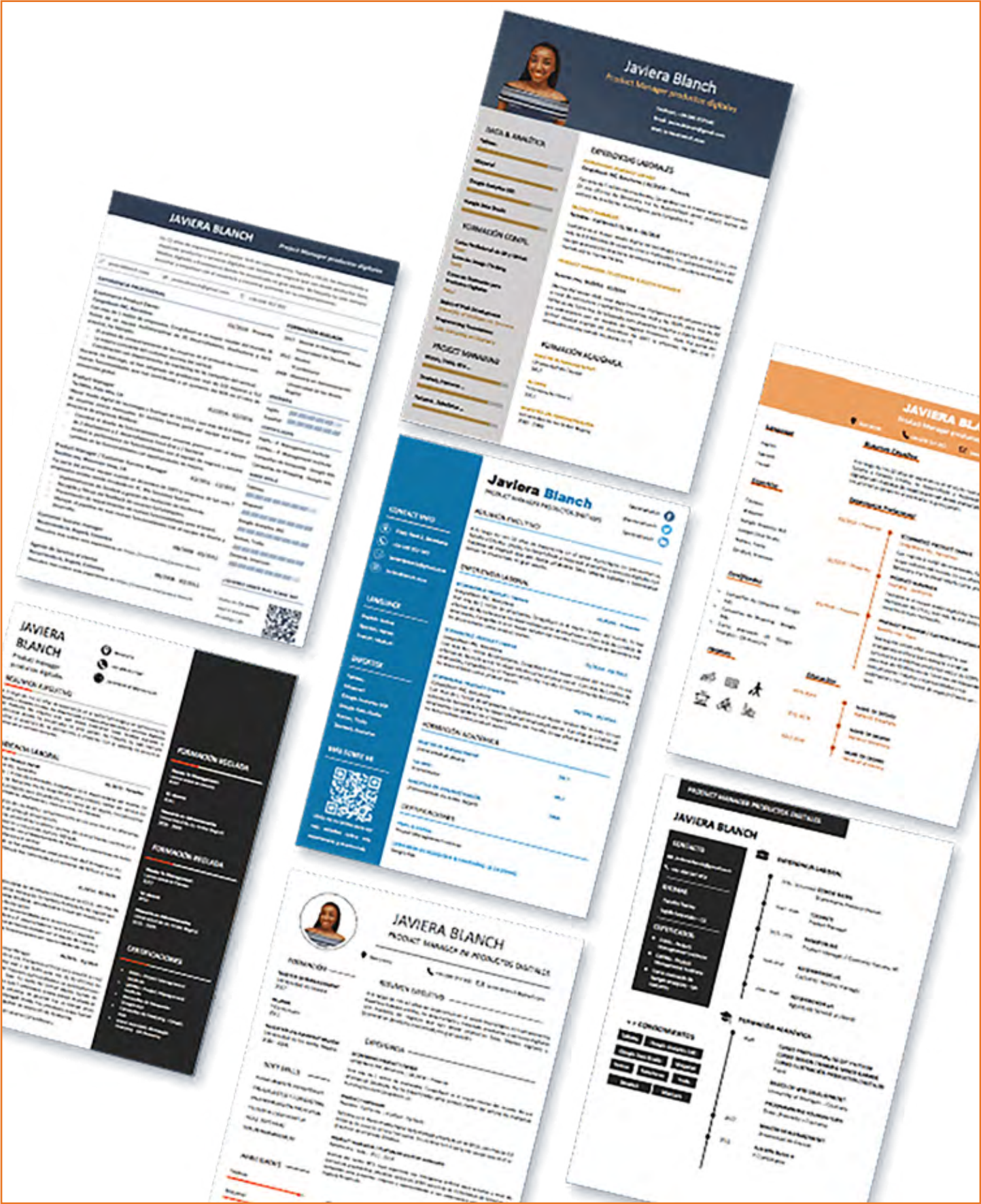
Jax’s Pro Tips:

- **Use Templates:** If you’re not a design whiz, use a professional resume template to ensure a polished look.
- **Be Creative (Within Reason):** If you’re applying for a creative field, you can add a touch of personality to your resume design, but always maintain a professional tone.
- **Test It Out:** Print your resume and see how it looks on paper. This can help you spot any formatting issues or areas for improvement.
- **Proofread Carefully:** Typos and grammatical errors can make you look careless. Double-check your work or ask someone else to proofread it for you.
- **Get Feedback:** Ask friends, family, professors, or career counselors to review your resume and offer feedback.
- **Update Regularly:** As you gain new skills and experiences, update your resume to reflect your growth.

Remember, Jaguars, your resume is your first chance to make a positive impression on potential employers. With a little creativity and attention to detail, you can create a document that not only showcases your qualifications but also reflects your unique personality and style.

With these tips and tricks, you'll be well on your way to crafting a resume or CV that will make you stand out in the job search jungle and land you that dream opportunity!

Sample Resumes



CRAFTING IN THE JUNGLE

– WHY YOUR COVER LETTER MATTERS

Alright Jaguars, now that we’ve polished those resumes and CVs, let’s talk about another essential tool in your job-hunting arsenal: the cover letter! This is your chance to make a personal connection with potential employers and showcase your unique personality and skills.

Why Cover Letters Matter: Your Personal Jungle Roar

Think of your cover letter as your personal introduction to the hiring manager – it’s your chance to make a memorable first impression and explain why you’re the perfect fit for the role. Unlike your resume, which is a factual summary of your qualifications, your cover letter allows you to showcase your passion, enthusiasm, and communication skills.

Crafting a Compelling Cover Letter: Your Jungle Manifesto

Your cover letter should be a well-crafted story, not a generic template. It should highlight your most relevant skills and experiences, demonstrate your knowledge of the company and the position, and convey your eagerness to contribute to their team.

Format and Design: A Polished Presentation

- **Heading:** Include your name and contact information at the top.
- **Date:** Add the date you’re sending the letter.
- **Recipient’s Information:** Include the hiring manager’s name, title, and company address.
- **Salutation:** Use a formal greeting like “Dear Mr./Ms. [Last Name].”
- **Body:**
 - **Paragraph 1:** Introduce yourself, state the position you’re applying for, and mention how you learned about the opening.
 - **Paragraph 2:** Highlight your most relevant skills and experiences, using specific examples to showcase your accomplishments and the impact you’ve made.
 - **Paragraph 3:** Demonstrate your knowledge of the company and the position. Explain why you’re excited about this opportunity and how your skills align with their needs.

- o **Paragraph 4:** Express your gratitude for their consideration and reiterate your interest in the position. Close with a call to action (e.g., “I look forward to discussing my qualifications further at your earliest convenience.”).
- **Closing:** Use a professional closing like “Sincerely” or “Best regards.”
- **Signature:** Sign your name and type it below.

Jungle Tip: Keep your cover letter concise and focused. Aim for 3-4 paragraphs and no more than one page.

Design Tips:

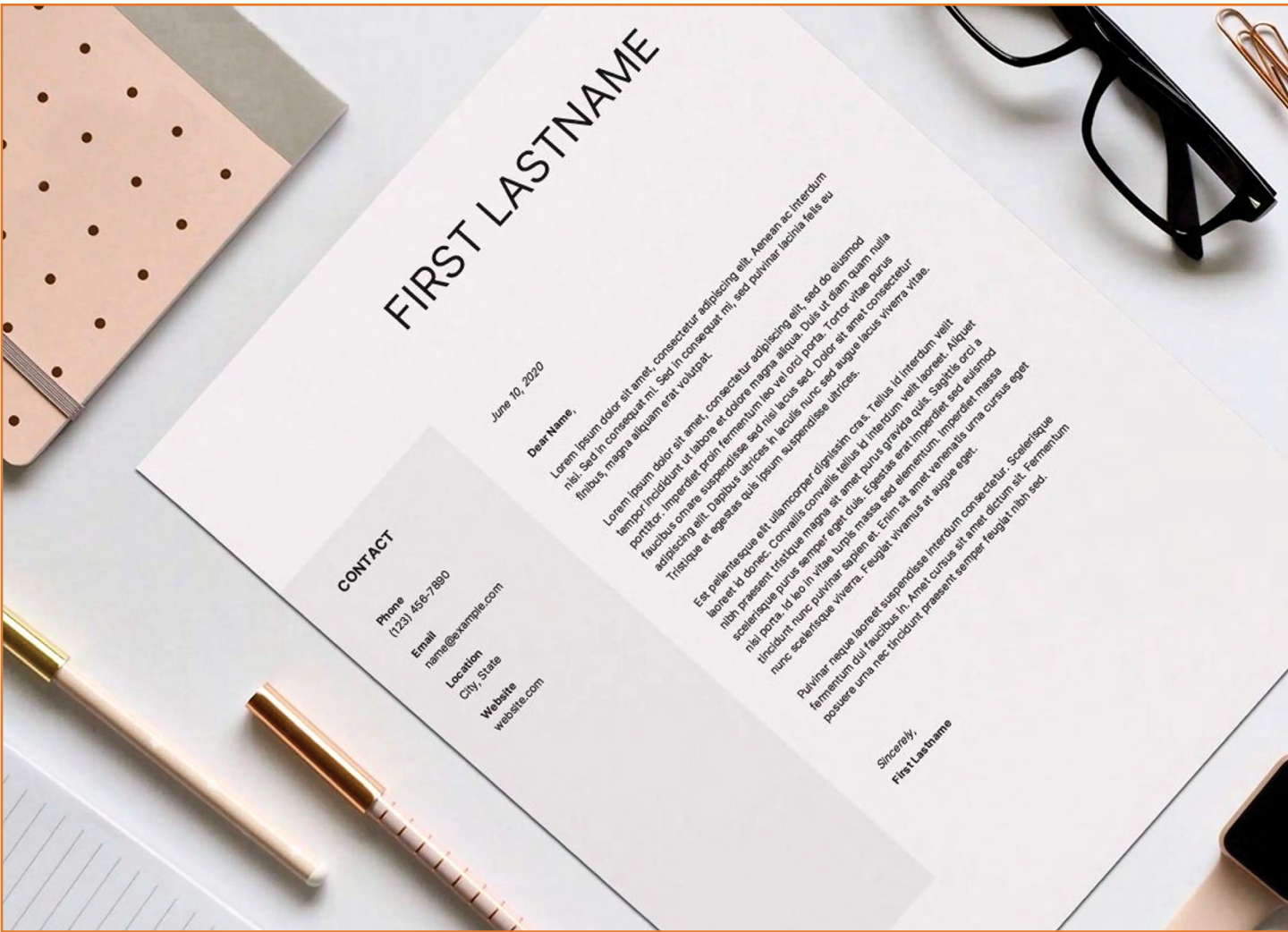
- **Match Your Resume:** Use the same font and formatting as your resume for a cohesive look.
- **White Space is Your Friend:** Avoid dense blocks of text. Use paragraphs and spacing to make your letter easy to read.
- **Proofread Carefully:** Typos and grammatical errors can make you look unprofessional.

Common Cover Letter Mistakes to Avoid:

- **Generic Content:** Don’t just restate your resume. Tailor your letter to the specific job and company.
- **Typos and Grammatical Errors:** Proofread carefully or have someone else review your letter.
- **Negative Tone:** Focus on your positive attributes and achievements. Avoid complaining about past employers or experiences.
- **Lengthy Paragraphs:** Keep your paragraphs short and to the point.
- **Vague Language:** Use specific examples to demonstrate your skills and accomplishments.

By crafting a compelling cover letter, you’re not just applying for a job – you’re making a connection, sharing your story, and showcasing your potential as a valuable member of their team. So, go out there and roar your way into that dream job, Jaguars!

Sample Cover Letter



Alright Jaguars, let’s talk about a powerful tool in your job-hunting arsenal: letters of recommendation! Think of these as your personal jungle cheerleaders, vouching for your skills, character, and potential to future employers.

Letters of Recommendation: Your Jungle Fan Club

Letters of recommendation are more than just a formality – they can be the difference between getting an interview or getting passed over. A strong letter from a respected professor, supervisor, or mentor can add credibility to your application and give employers a glimpse into your strengths from someone else’s perspective.

Who to Ask for a Letter of Recommendation:

Think of people who know you well and can speak to your abilities and potential. Here are some good options:

- **Professors:** If you’ve performed well in their classes or developed a good rapport, professors can write glowing recommendations about your academic abilities, work ethic, and potential for success.
- **Academic Advisors:** Your academic advisor has likely seen you grow and develop throughout your college career. They can offer insights into your academic strengths, goals, and overall character.
- **Supervisors:** If you’ve had internships, jobs, or volunteer experiences, your supervisors can speak to your work ethic, skills, and accomplishments in a professional setting.

Mentors: If you have a mentor who has guided you and supported your development, their letter can provide valuable insights into your character and potential.

Jax’s Pro Tips for Securing Letters of Recommendation:

- **Ask Early:** Don’t wait until the last minute! Give your recommenders plenty of time (at least 2-3 weeks) to write a thoughtful and detailed letter.
- **Choose Wisely:** Select recommenders who know you well and can speak to your specific strengths and accomplishments.
- **Provide Information:** Give your recommenders a copy of your resume, a list of the positions you’re applying for, and any other relevant information that can help them tailor their letter.

- **Be Gracious:** Always send a thank-you note to your recommenders for their time and support.

How to Ask for a Letter of Recommendation:

- **In Person (Ideal):** Set up a meeting with your potential recommender to discuss your request in person. This shows your initiative and allows them to ask any questions they may have.
- **Email (If Necessary):** If an in-person meeting isn't possible, send a polite and professional email. Briefly explain what you're applying for, why you're asking them for a letter, and when the deadline is. Offer to provide additional materials, such as your resume or a list of your accomplishments.

Sample Request Email 1 (Professor):

Subject: Letter of Recommendation Request – John Smith

Dear Professor Johnson,

I hope this email finds you well.

I'm writing to ask if you would be willing to write me a letter of recommendation for my application to the Master's program in Environmental Science at the University of Illinois. I was a student in your Introduction to Environmental Studies class in Fall 2023, and I was hoping you would be able to speak to my strong analytical skills and passion for environmental conservation.

I've attached my resume for your reference, and I'd be happy to provide any additional information you might need. The deadline for the letter is July 15th, 2024.

I'm very grateful for your consideration of this request.

Sincerely,

Jax Jaguar

Sample Request Email 2 (Supervisor):

Subject: Letter of Recommendation Request – Jane Doe

Dear Mr. Thompson,
I hope you're having a great day.

I'm writing to ask if you would be willing to provide me with a letter of recommendation for a marketing position at XYZ Company. I thoroughly enjoyed working with you as a Marketing Intern at ABC Marketing Agency from June 2023 to August 2023.

I believe you could speak to my creativity, strong communication skills, and ability to work independently on projects. I would be honored if you would be willing to share your insights into my work ethic, abilities, and potential.

I've attached my resume for your reference, and I'm happy to provide any additional details you may need. The deadline for the letter is June 30th, 2024.

Thank you so much for your time and consideration.

Sincerely,

Jax Jaguar

JUNGLE JOURNAL: LETTER OF RECOMMENDATION TRACKER

RECOMMENDER	TITLE/POSITION	CONTACT INFO	DATE REQUESTED	DEAD-LINE	LETTER RECIEVED	THANK YOU SENT

Remember: Strong letters of recommendation can be a game-changer in your job search. By following these tips and building strong relationships with your professors, supervisors, and mentors, you'll be well on your way to securing glowing endorsements that will help you stand out in the jungle of job applicants.

Sample Letter of Recommendation



Enrollment Management
1 University Parkway
University Park, IL 60484
708.235.7308
www.govst.edu

Dr. Amelia Jones
ajones@govst.edu
708-235-8916

June 4, 2024

Sarah Jones
Hiring Manager
Technovation Inc.
123 Main Street
Chicago, IL 60611

Dear Ms. Jones,

I am writing to express my strongest recommendation for Nadia Khan, a truly exceptional candidate applying for the Software Engineer position at Technovation Inc. I have had the pleasure of knowing Nadia for two years in my role as Professor of Computer Science at Elmwood University. During this time, Nadia has consistently impressed me with her unique blend of intelligence, work ethic, and problem-solving skills.

In my Data Structures and Algorithms course, Nadia's exceptional coding ability was evident and impactful. She developed a highly efficient search algorithm for a complex dataset that not only met but exceeded expectations. Her initiative to optimize the code and troubleshoot any issues that arose resulted in a 20% reduction in search time compared to traditional methods, significantly enhancing the course's learning outcomes.

Nadia is not only a skilled programmer but also a collaborative teammate. She is always willing to help others and explain complex concepts in a clear and concise manner. Her positive attitude and enthusiasm uplift those around her, fostering a strong learning environment in the classroom.

Nadia is highly motivated and eager to learn. She is a quick learner who can instantly grasp new programming languages and frameworks. I am confident Nadia would be a valuable asset to your software development team at Technovation Inc.

Nadia's career goals involve working on innovative software projects that solve real-world problems. The Software Engineer position at Technovation Inc. aligns perfectly with her aspirations, allowing her to utilize her skills and contribute to cutting-edge technological advancements.

Please feel free to contact me at ajones@govst.edu or 708-235-8916 if you have any questions. I would be happy to discuss Nadia's qualifications further.

Sincerely,

Dr. Amelia Jones
Professor of Computer Science



YOUR HUNTER TOOLKIT

— DISPLAYING YOUR CAREER PORTFOLIO

Alright Jaguars, let's talk about the final piece of your job-hunting toolkit: the career portfolio. Think of it as your personal trophy case – a showcase of your greatest hits, your most impressive accomplishments, and your unique jaguar spirit.

Career Portfolio: Your Professional Prowess on Display

So, what exactly is a career portfolio? It's a collection of evidence that demonstrates your skills, experience, and achievements. It's like a visual resume, giving potential employers a glimpse into your talents and abilities beyond what's listed on a piece of paper.

Why You Need a Career Portfolio:

- **Bring Your Resume to Life:** A portfolio allows you to showcase your work in a way that a resume simply can't. It's a chance to let your creativity, skills, and personality shine through.
- **Stand Out from the Pack:** In today's competitive job market, a portfolio can help you differentiate yourself from other candidates. It shows initiative, creativity, and a commitment to your craft.
- **Prove Your Skills:** A portfolio is tangible evidence of your abilities. It's not just about what you say you can do, it's about what you've actually done.
- **Boost Your Confidence:** Seeing your accomplishments in one place can boost your confidence and remind you of your value.

Who Needs a Career Portfolio?

While anyone can benefit from having a career portfolio, they're especially valuable for those in creative or visual fields, such as:

Graphic Designers
Web Developers
Artists and Photographers

Writers and Journalists
Marketers
Architects

But even if you're not in a creative field, a portfolio can still be a powerful tool. Consider including presentations, reports, case studies, or other work samples that demonstrate your skills and experience.

Types of Career Portfolios:

- **Physical Portfolio:** This is the traditional format, where you present your work in a physical binder or folder. It's great for in-person interviews or networking events.
- **Online Portfolio:** This is the most common format today. You can create a website or use a portfolio platform like Behance, Dribbble, or Journo Portfolio to showcase your work online.
- **Hybrid Portfolio:** This combines the best of both worlds, with both physical and online components. You can use a physical portfolio for in-person interactions and direct them to your online portfolio for a more in-depth look at your work.

How to Create Your Career Portfolio:

1. **Choose Your Format:** Decide whether you want to create a physical, online, or hybrid portfolio.
2. **Curate Your Content:** Select your best work samples, projects, and accomplishments. Quality over quantity is key!
3. **Organize Your Work:** Arrange your work in a logical and visually appealing way.
4. **Tell Your Story:** Add brief descriptions of each piece, highlighting your role and the impact you made.
5. **Keep It Updated:** As you gain new skills and experiences, update your portfolio to reflect your growth.

Resources for Building Your Portfolio:

- **Online Portfolio Platforms:**
 - o Behance: <https://www.behance.net/>
 - o Dribbble: <https://dribbble.com/>
 - o Journo Portfolio: <https://journoportfolio.com/>
- **Website Builders:**
 - o Wix: <https://www.wix.com/>
 - o Squarespace: <https://www.squarespace.com/>
 - o WordPress: <https://wordpress.com/>

Remember, Jaguars, your career portfolio is a dynamic representation of your professional journey. Keep it fresh, relevant, and reflective of your evolving skills and experiences.

Well, Jaguars, we've reached the end of our epic journey through the career jungle! Give yourselves a mighty roar — you've earned it!

We've covered a lot of ground together, from uncovering your hidden talents and exploring different paths, to mastering the art of the job hunt and conquering the workplace wilderness. I hope this workbook has equipped you with the skills, knowledge, and confidence you need to tackle any challenge that comes your way.



Remember, Jaguars, your career journey is just beginning. The jungle is vast and full of opportunities waiting to be discovered. Keep exploring, keep learning, and never stop chasing your dreams. And if you ever need a little guidance, just remember — Jax the Jaguar is always here to cheer you on!

Now go out there and make your mark on the world, Jaguars! Show them what GSU pride is all about. And don't forget to ROAR with confidence as you take your rightful place at the top of the food chain!

Until next time, keep it wild and stay fierce, Jaguars!