



Early College & Career Pathway

Tips for Job/Career Readiness



Hello! I'm...

Mrs. Alexander, CTE Teacher

- ★ 22 years teaching experience
- ★ Career Internship & Employment Coordinator

HF

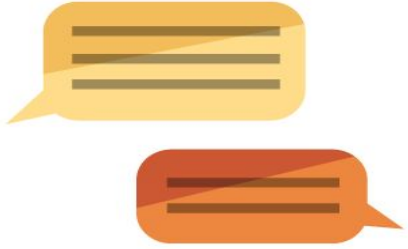


Tips For Job Readiness

- Soft Skills for Success
- Transferable Skills
- Resume Writing
- Road To Success



The Top 10 Soft Skills



Communication



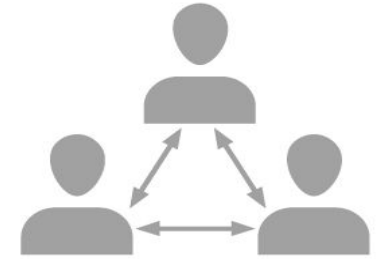
Self-motivation



Leadership



Responsibility



Teamwork



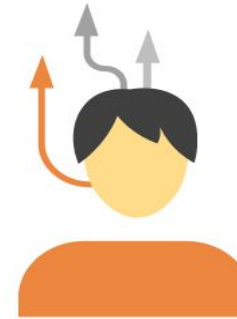
Problem solving



Decisiveness



**Ability to Work
Under Pressure
and Time Management**



Flexibility



**Negotiation
and Conflict Resolution**

PUNCTUALITY

IS NOT ABOUT BEING



ON TIME

IT'S BASICALLY

ABOUT RESPECTING

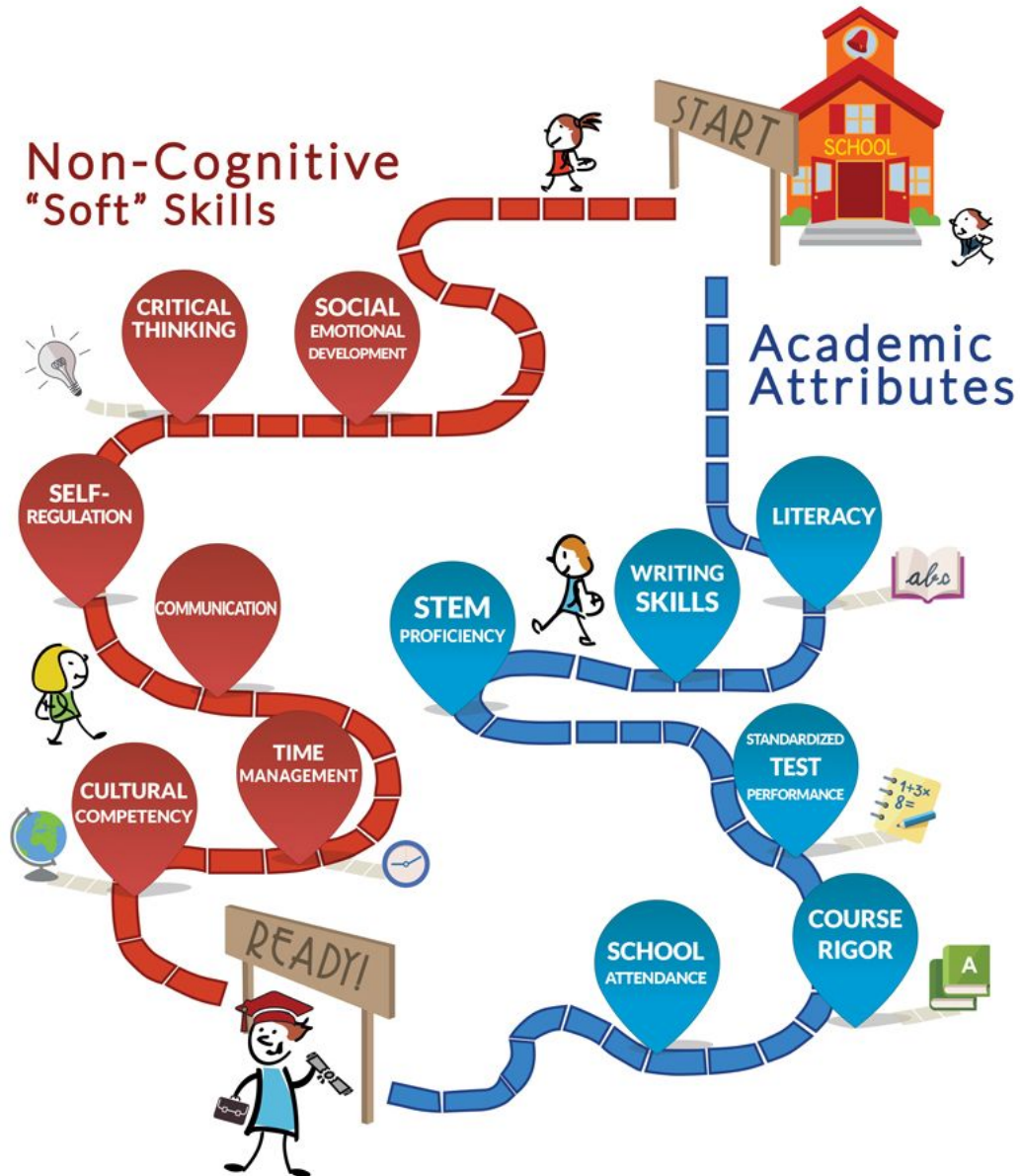
YOUR OWN

COMMITMENTS

COLLEGE & CAREER **READY**

"READINESS" is more than just a test score, but a journey our students take throughout their educational career to become productive citizens in today's global economy.

Non-Cognitive "Soft" Skills



Resume Writing



Resume Writing



01

Reverse - Chronological

Work experiences and education are listed in reverse-chronological order



02

Functional

Focuses on your skills and achievements

03

Combination Hybrid

Both your skills and work experience.

Resume Example

TEEN RESUME

from Resume Genius

contact

(843) 777-8956



your.email@gmail.com



Street,
City, State, Zip Code



linkedin.com/in/profile



education

CLASS OF 2019, 3.8/4.0 GPA

Heritage High School
Charleston, SC

RELEVANT COURSEWORK

Intro to Business
Entrepreneurship
Computer Applications

key skills

Microsoft Office



Spanish and English



Google Suite



Customer Service



Project Planning/Budgeting



Public Speaking



career objective

Responsible and ambitious student with a 3.8/4.0 GPA and excellent time management. Seeking to apply my customer service abilities and project/event planning skills to the Business Development summer internship at your company. Possess proven communication skills and strong work ethic that will aid your company in meeting its milestones.

volunteer experience

(September 2021 – Present)

INFORMATION DESK ASSISTANT
MUSC Children's Hospital – Charleston, SC

- Greet hospital patients and visitors and provide guidance in finding the proper patient room, clinic, or various departments
- Process and distribute mail and newspapers to patient rooms
- Assist wheelchair-bound patients in reaching their desired destinations

(June 2020 – August 2021)

VOLUNTEER

One80 Place Homeless Shelter – Charleston, SC

- Organized a successful schoolwide canned food drive that collected 400+ cans in one month (November 2020)
- Assisted in biweekly meal preparation and lunch service on Saturdays
- Processed incoming food donations and organized food pantry, developing new system of grouping items by expiration date to reduce monthly food waste by 15%

extracurriculars

- Model United Nations - President
- Student Council – Secretary
- National Honor Society
- Business Professionals of America

awards

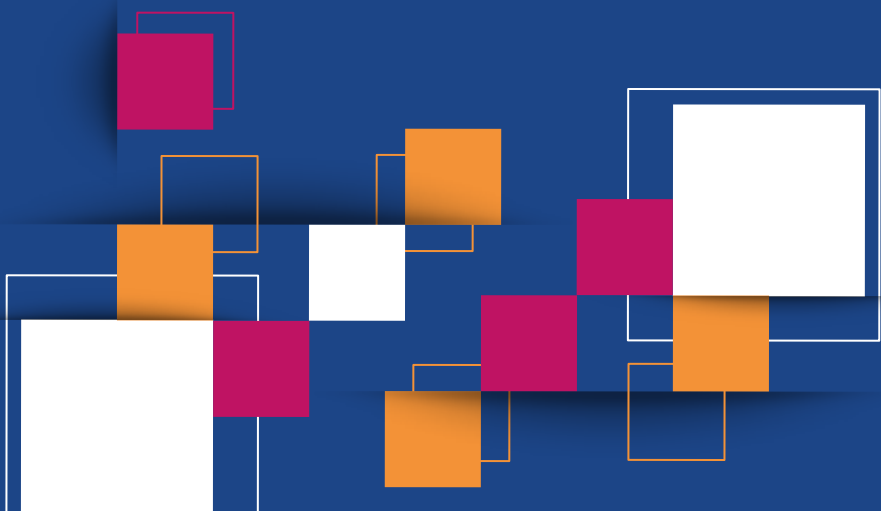
- National Merit Scholarship Finalist
- Academic Honor Roll



No Experience?

No Worries!

Volunteering Works!

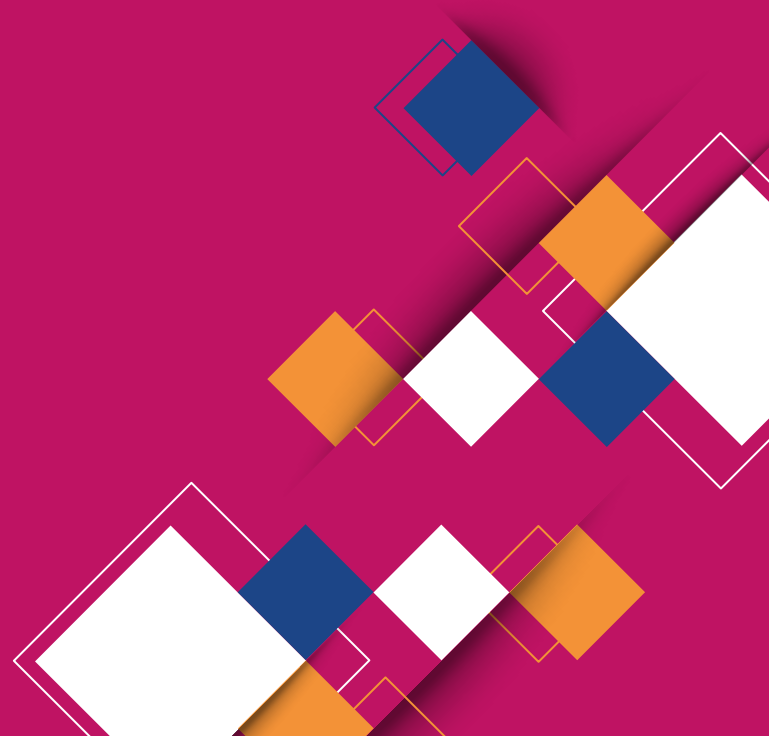


TIME MANAGEMENT





THANK YOU!





Contact Me

Mrs. Courtney Alexander

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