

Cheat Sheet Module 14

Summary

Career Skills

In today's workplaces, it is crucial for individuals to cultivate a diverse set of skills that can be applied in various contexts, enhancing their adaptability and employability across different industries. Skills like effective communication, critical thinking, and collaboration are fundamental, not only helping in job performance but also in career advancement. These competencies enable professionals to manage changes and challenges efficiently in their career paths.

Career development is typically viewed as a progressive journey where one evolves through stages—from gaining initial awareness about personal strengths and weaknesses to continuous learning and skill enhancement. This evolution often involves both structured education and hands-on experiences, which are essential for mastering the competencies required to succeed.

Networking

Networking is essential in business communications for developing relationships that may offer mutual benefits. Building a wide and diverse network helps you access opportunities and resources. Strategies for effective networking emphasize being authentic, showing interest in others, and maintaining connections through consistent and meaningful communication. Additionally, it is important to recognize the value of digital networking platforms in expanding one's network and how these tools can facilitate easier and more frequent connections. The practical application of networking skills can significantly enhance career development and success.

Crafting Your Résumé and Cover Letter

Résumés and cover letters are essential tools for job seekers to present their skills, experience, and qualifications to potential employers. A résumé provides a concise overview of a candidate's professional history and is tailored to highlight relevant skills and achievements that align with specific job requirements. Effective résumés are clear, well-organized, and directly match the candidate's abilities to the job description, often utilizing strategic keywords to enhance visibility in applicant tracking systems. Cover letters complement resumes by offering a more detailed explanation of how the applicant's background suits the job opening,

showing the candidate's personality, and demonstrating their communication skills. They should address the hiring manager directly, highlight significant accomplishments, explain any discrepancies in the resume, and end with a call to action, such as requesting an interview.

Creating customized résumés and cover letters involves understanding the unique aspects of each job application and tailoring the content to meet those specifics. This customization shows the employer a genuine interest in the position and enhances the applicant's chances of proceeding to the interview stage. Different formats and styles can be employed depending on the industry and the nature of the job applied for. It's important for job seekers to maintain a professional tone throughout these documents, ensuring all information is up-to-date and accurately reflects their current skills and experiences.

Interview Preparation

Effective job interview preparation involves a combination of understanding the different types of interviews and the typical questions asked. Preparing well means researching the company, understanding the role, and practicing responses to common questions. Knowing the format of the interview, whether it is behavioral, case, panel, or another type, allows candidates to tailor their preparations and responses effectively. Additionally, candidates should be aware of illegal interview questions and strategies to handle them, which ensures they maintain professionalism throughout the process. This preparation not only boosts confidence but also enhances the ability to present oneself effectively in various interview scenarios.

Key Terms

applicant tracking system

abbreviated ATS, a kind of software that helps human resource professionals manage the hiring process more efficiently by automatically selecting or disqualifying applicants based on résumé contents

cover letter

a personalized letter sent alongside a résumé that explains the applicant's qualifications and interest in the open position

elevator pitch

a brief introduction that you use when you meet someone while networking

functional résumé

résumé organized around your talents, skills, and abilities

group interview

format involving more than one applicant being interviewed and observed at the same time by one or more interviewers

hard skills

concrete or objective abilities or skills that you learn and can often be quantified

hybrid résumé

also called a combination résumé, a format using both the functional and chronological approaches in one document

networking

in the context of career development, the process by which people build relationships with one another for the purpose of helping each other achieve professional goals

panel interview

involves multiple interviewers, typically from various departments, questioning a candidate simultaneously

résumé

a document summarizing an individual's professional history, skills, and qualifications used to apply for jobs; may also be spelled resume or resumé

reverse chronological résumé

also called a chronological résumé, lists your job experiences in reverse chronological order, starting with the most recent job and working backward toward your first job

screening interview

a preliminary interview used to evaluate a candidate's basic qualifications before advancing them to more in-depth interview stages

serial interviews

also called a series or sequential interview, a combination of one-on-one meetings with a group of interviewers, typically conducted as a series of meetings staggered throughout the day

soft skills

also called transferable skills, personal attributes, and interpersonal skills that influence how well a person can work or interact with others

stages of career development

growing, exploring, establishing, maintaining, reinventing; each stage correlates with different attitudes, behaviors, and relationships at that point in time

STAR technique

a technique used to answer behavioral interview questions by structuring responses in four parts: Situation (describe the context within which you performed a task or faced a challenge at work), Task (explain the actual task or challenge that was involved), Action (describe the specific actions you took to address the task or challenge), and Result (share the outcome of your actions, including what you learned or what was achieved)