


Preparation for the Workforce

Preparation Lesson 1: Job Search

Job Search

- Students will identify one agricultural career that they are interested in.
- Students will do research on this career such as: what schooling/certifications are needed, who is offer these jobs, and where will these careers be located?
- Students will record their findings and save them for further enrichment.


Job Search – Finding Your Career

- Go to the Ag and Food Careers in PA website by scanning the QR Code or typing in the URL.
- Start by using the websites “Career Quiz.”
- If you like the career category you got, click on the  button at the end of the quiz to learn more. If you do not like the career category you got, click on the Ag & Food careers tab at the top of the page.
- There are seven different categories with tons of careers listed in each.
- Pick one career that interests you most or that you would want to do in the future.



<https://www.agandfoodcareersinpa.com/>

Job Search – Research Your Career

- The website will provide you with a degree requirement, but you will have to research if your career needs specific certifications.
- If you click on a career that has this format  then you will be taken to a page that has a brief video, job description, responsibilities, and educational/training requirements. Some have PDFs attached at the bottom of the page with further information.

Job Search- Research Your Career *cont.*

- Now that you have some basic information about your career, you will need to research potential employers/companies in Pennsylvania.
- Be sure to list those that are closest to your area. If none are close to you, be sure to add their location.
- Think about if you are willing to move closer to your interested job or if you would be willing to commute. How will it work if you get an interview?

Preparation Lesson 2: Building a Strong Resume



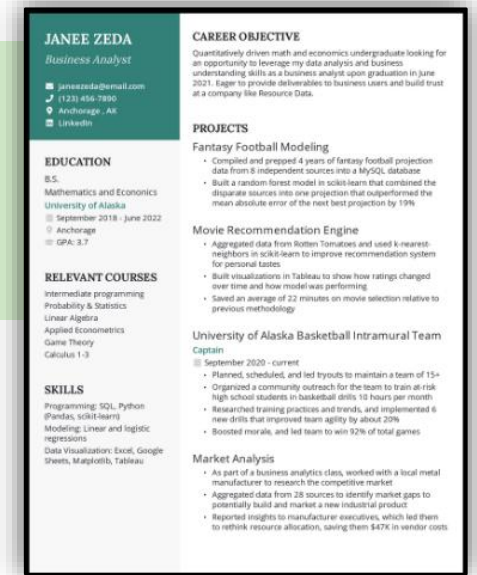
How to Build a Strong Resume

- Students will learn about resumes and why they are important when pursuing a career.
- Students will gather their information that potential employers need.
- Students will get to practice making their own resume for a specific career.



What is a Resume?

- A document that you provide to potential employers
- For a career fair you hand it to a representative of a business and they will typically contact you. (It is a good idea to grab a business card!)
- For an interview if they do not already have your resume, you should bring one along and give it to your interviewer at the beginning of the interview.

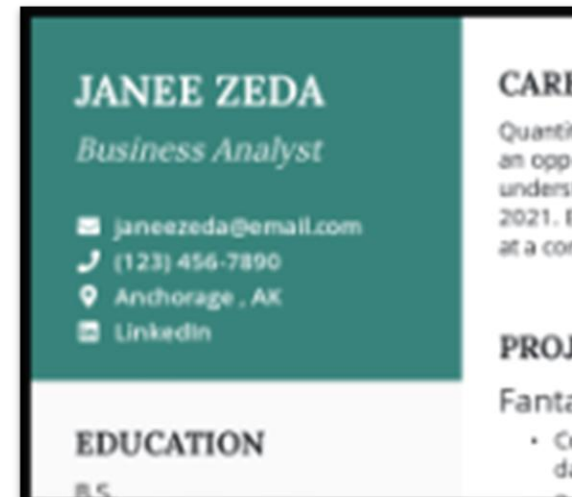
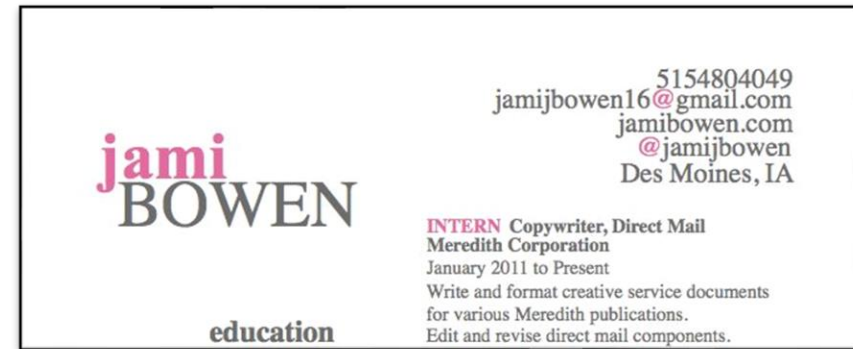


- Shows your capabilities.
- Shows job history and consistency.
- Shows patterns of progression such as promotions or increased responsibility.
- Allows you to outline your strengths.

You are trying to sell yourself to them.

Resume Builder – Personal Information

- Start with adding your first and last name.
- Add your cell phone number, **personal** email address, and home address (can be simplified to town and state as seen in the images).
- These typically get placed towards the top near your name.



Resume Builder – Work Experience

- This will be the main area of focus for your resume.
- Take your information from Number 1 on the worksheet.
- Add any other work experience that belongs in this area that was not listed on the worksheet.
- This gives a general idea to your potential employer of what you are capable of.

PROJECTS

Fantasy Football Modeling

- Compiled and prepped 4 years of fantasy football projection data from 8 independent sources into a MySQL database
- Built a random forest model in scikit-learn that combined the disparate sources into one projection that outperformed the mean absolute error of the next best projection by 19%

Movie Recommendation Engine

- Aggregated data from Rotten Tomatoes and used k-nearest-neighbors in scikit-learn to improve recommendation system for personal tastes
- Built visualizations in Tableau to show how ratings changed over time and how model was performing
- Saved an average of 22 minutes on movie selection relative to previous methodology

University of Alaska Basketball Intramural Team Captain

September 2020 - current

- Planned, scheduled, and led tryouts to maintain a team of 15+
- Organized a community outreach for the team to train at-risk high school students in basketball drills 10 hours per month
- Researched training practices and trends, and implemented 6 new drills that improved team agility by about 20%
- Boosted morale, and led team to win 92% of total games

Market Analysis

- As part of a business analytics class, worked with a local metal manufacturer to research the competitive market
- Aggregated data from 28 sources to identify market gaps to potentially build and market a new industrial product
- Reported insights to manufacturer executives, which led them to rethink resource allocation, saving them \$47K in vendor costs

EXPERIENCE

01/2010 to 09/2013

Project Manager
Alpha Enterprises — Chicago, IL

- Describe your responsibilities and the accomplishments you achieved while working at this job, focusing on the tasks and results most relevant to the position you're applying for.
- Use bullet points rather than complete sentences, and don't end with a period.
- Be as specific as possible, and use numbers to showcase and highlight your attributes and achievements.
- List your jobs in reverse chronological order, beginning with the most recent.

06/2009 to 12/2009

Intern
Omega Systems — Springfield, IL

- Include all jobs relevant to the opportunity you're applying for, including volunteer positions and internships.

EDUCATION

Resume Builder - Education



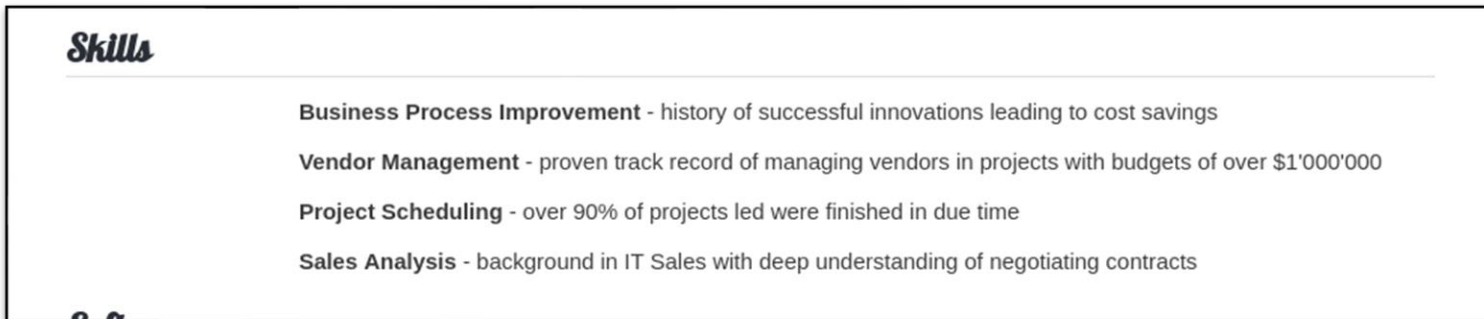
- Use Number 5 on the worksheet to organize this part of your resume.
- This allows your potential employer know if you have the proper level of education for this career.
- This section can also let employers know what certifications you already have or still need to get.
- Some employers will provide or pay for your training to get job specific certificates.

EDUCATION	SKILLS	CERTIFICATIONS
<p>B.S. NURSING <i>Joliet University, Chicago, IL</i> 2018</p> <p>A.A. NURSING <i>Joliet University, Chicago, IL</i> 2016</p> <p>RELEVANT COURSEWORK Observation Methods Pharmaceuticals Oncology</p>	<p>Catheterization</p> <p>Cardiac Care</p> <p>Beside Monitoring</p> <p>Organization and Prioritization</p> <p>Problem Solving</p> <p>Team Leadership</p>	<p>Registered Nurse <i>New York State Board of Nursing</i> License #1637844 2018</p> <p>BASIC LIFE SUPPORT (BLS) CERTIFIED <i>American Heart Association</i> 2018</p>

professional experience

Resume Builder - Skills

- Using Number 3 from the worksheet, add your skills.
- This shows your employer areas that you are strong in.



Resume Builder - Achievements

- Use Number 4 from the worksheet, add your achievements.
- This is a way to make you stand out in comparison to the other candidates that have similar qualifications and experiences.
- This can also act as evidence of success prior to this potential career.
- This section is not necessary, but it is recommended.

HONORS AND AWARDS

National HR Award 2017

Recognized as the influential HR Leader for the year 2018

People Matters Are you in the list- 2011

Recognized as one of the top emerging young HR leader in India

Best C&B Leader-2010

Awarded for outstanding contribution to HR Community



Resume Builder - References

— References

set in separate rows

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- References are optional, unless specifically requested.
- Keep the list you made for Number 2 on the worksheet somewhere that you will remember. You never know when you'll need it.
- This should **not** include family members.
- This list could be contacted by you potential employer.
- Make sure the individuals that serve as a reference are aware and willing to do so.



Resume Builder – Put it all together

Rick Grimes

Junior Editorial Assistant

MA Student in English at Stanford University, made the Dean's List for three consecutive years (2014-2016), with two study abroad experiences and a semester-long research internship in Oxford, UK looking to use my strong research and writing skills, as well as my expertise in contemporary literature in the position of Editorial Assistant at Penguin Random House.

Personal Info

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202-555-0115

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richard.r.grimes@gmail.com

LinkedIn
linkedin.com/in/rickygrimes93

Twitter
twitter.com/rickyillygrimes

Skills

Academic Writing ●●●● Excellent

Literary Criticism ●●●● Excellent

Research ●●●○ Advanced

Creative Writing ●●●○ Advanced

Editing ●●●○ Intermediate

Languages

Russian ●●●● Bilingual

French ●●●○ Advanced

Spanish ●●●○ Advanced

Portuguese ●●●○ Intermediate

Work Experience

2015-06 - 2017-09 **Editorial Intern**
Faber and Faber, Stanford

- Assisted in hiring and managing a pool of freelancers as needed, including development editors, copy editors, proofreaders, indexers, recipe testers, and technical editors, including remote and on-site employees.
- Assisted in the development, design, and preparation of sales materials.
- Collected and distributed incoming mail and processed outgoing mail.
- Served as the primary contact for incoming phone calls.
- Provide general and editorial support to the Stanford staff as requested.

Education

2017-09 **MA in English, Stanford University**
Expected to graduate in 2018
3.95 GPA

Favorite fields of study: American Poetry; From Modernism to Postmodernism, Creative Expression in Writing, Creative Nonfiction

Thesis title: "An Analysis of the Impact of 1940s Blues Culture on the Poetic Expression of the Members of Harlem Renaissance"

Key achievement: Awarded \$15,000 2017 Drue Heinz Literature Prize for a collection of short stories "Your Latest Trick."

2013-08 - 2017-06 **BA in Comparative Literature, Stanford University**
3.9 GPA

Favorite fields of study: Introduction to Literary Study; Comparison, Cosmopolitanism, and the Global Novel, Literature Gone Viral, Digital Humanities, Radical Arts, Re-thinking Derrida, Being as a Spectacle

Thesis title: "Towards the Derridian Deconstruction of the Notion 'Biography' on the Basis of Julian Barnes' 1984 novel 'Flaubert's Parrot'"

Extracurricular activities and achievements:

- Dean's List 2014-2016
- President of the undergraduate student board from 2015 to 2016.
- Started and ran a discussion club on Russian Postmodernist Literature.
- Chief Editor of the University Blog from 2015 to 2017.

Awards and Honors

2017-02 2016 Drue Heinz Literature Prize

2016-06 Dean's List, Stanford University

- Now that the document is put together make sure it is tidy and looks appealing.
- It is optional if you would like to add a personal statement, like the one in the top of this image.
- This document should grow with you as you and your experiences develop.
- 1-2 years after you graduate, you should take any club and school activities off your resume.
- Remember to make your resume tailored to the position you are applying for, if possible.
- For example, if you are applying to be a teacher, be sure to include internships where you experienced educating/training others.

Preparation Lesson 3: Workforce Dressing Etiquette

Workforce Dressing Etiquettes

- Students will learn the different ways to dress.
- Students will identify what to wear for a number of occasions including interviews, a workday, and special events.
- Students will apply their knowledge by identifying what they would wear in their chosen career.

Workforce Dressing Etiquettes – Why is it important?

- How you present yourself affects the first impressions of yourself to others. Especially when interviewing with a potential employer and meeting others who are positioned in power above you.
- When interviewing, you are trying to convince them to hire you, it is important to look the part during this process. These judgements can last long-term.
- How you are dressed can affect decisions on whether or not you are the right candidate for a promotion.
- Typically for interviews, you want to dress a type above what your potential workplace requires.

Workforce Dressing Etiquette – Business Formal

- For the most formal settings
 - Award Ceremonies
 - Special Dinners
 - Benefits
- Similar to when you are told “black-tie”
- You may not be in the office, but you are representing your employer, and you should: **Always maintain professionalism.**



Workforce Dressing Etiquette – Business Professional



- For more traditional, conservative settings or companies with strict dress codes.
- Dark suits with ties.
- Tidy dresses, slacks, and skirts.
- Tops must be neat button downs or blouses. Blazers should be worn over tops.
- Heels, loafers, or flats.
- Nothing flashy and should be well fitted.
- Typically used in careers involving finance, government, or law.

Workforce Dressing Etiquette – Business Casual

- Common in most career offices.
- Includes more casual items such as sweaters and khakis.
- Typically for business casual, it is a button up dress shirt or blouse with dress pants and a pair of dress shoes.
- Appropriate to wear for most interviews, meetings, and office settings.
- It is a great thing to wear if you are unsure of what to wear.



Workforce Dressing Etiquette – Smart Casual



- Street clothes with a stylish piece.
- A form of business casual in some events.
- For more informal, flexible offices or certain interviews.

Workforce Dressing Etiquette – Casual

- Street clothes – what you would wear in any setting where you are not displaying professionalism.
- This varies for each individual.
- Some consider this jeans and a T-shirt, other athletic attire, and some prefer “sweats.”



Workforce Dressing Etiquette – Uniform



- You wear the uniform that you are provided in only the setting that it is appropriate to wear, unless otherwise stated.
- Ensure that you wear the uniform properly/as stated.
- Just because the uniform is in your possession, this does not mean you can wear it whenever you please.

What to Wear?

- If you do not know what to wear, you can always ask what the workplace attire is.
- You are not only representing yourself, you are representing your current or future workplace.
- There is often a time and a place for certain attire, we will go over a few different occasions.

What to Wear? – Applied Answer

- Think about your chosen career, what would you have to wear day to day?
- Does your workplace have events where you need to dress up? What would you have to wear?
- Does your workplace require you to dress down at times? What would you wear?

Put It All Together - Presentation

- Now, compile the information that you have gathered to put it into a presentation.
- Start by discussing the career that you have chosen and some information on it.
- Then elaborate on how you are qualified for the position, talk about your skills and previous experiences that relate to the career.
- Finish by showing what you would have to wear day to day and to specific events that happen within those careers.
- This presentation should be 3-5 minutes long.