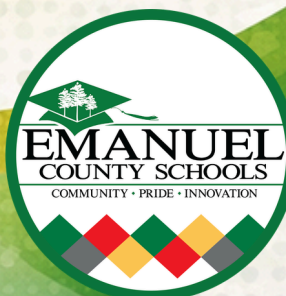
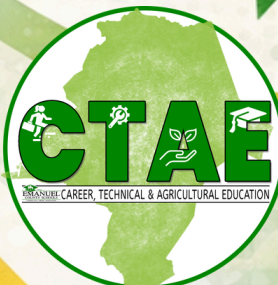


EMANUEL COUNTY SCHOOLS

CAREER GUIDE

From high school to hired—
your *journey starts here*

EDGE
Educate • Develop • Grow • Emanuel
COLLEGE & CAREER ACADEMY



Meet

The Workforce Development Team



Chip Fleming



Dr. Shannon Lawrence



Kendall Hadden



Angela Hooks



Tori Pellerin



Mandy Rigdon



Jamie Johnson

Your future starts here! This guide will help you discover your strengths, explore career paths, and gain the skills you need to succeed—whether you choose college, a trade, the military, or the workforce. Inside you'll find practical tips on résumés, interviews, financial skills, and more—all designed to help you take the next step with confidence.

WHO WE ARE

Our services are available to all Emanuel County School students. On behalf of the EDGE College and Career Academy, Swainsboro High School and Emanuel County Institute, we look forward to assisting you with your professional goals.



STUDENT SUCCESS

HELPFUL TIPS FOR STUDENTS



Hello! I am a high school student who is looking for a job. How can I use this year to build my resume and prepare for my future career goals?

Making the most of your high school experience will help your resume shine! Please get involved in school clubs, sports, and/or fine arts on campus. In addition, volunteer off campus when given the opportunity. These experiences will be major assets on your resume.



Mr. Chip Fleming

CTAE Administrator EDGE CCA
Emanuel County Schools



Dr. Shannon Lawrence

CTAE Administrator
Emanuel County Schools

Getting involved in CTAE clubs and other extracurricular activities is one of the best ways for students to prepare for the future. These opportunities help you build leadership, teamwork, and real-world skills that go far beyond the classroom. The more you participate, the more doors you open for yourself, both in your career and in life.

Joining Work-Based Learning in high school is a powerful step toward your future. It gives you real-world experience, connects you with mentors in your community, and helps you develop the skills employers are looking for. The lessons you learn on the job today will set you up for success in whatever career path you choose tomorrow.



Mr. Kendall Hadden

Work-Based Learning Coordinator
Emanuel County Schools

My WBL teacher has assisted me with finding a part time job and has helped me map out a clear plan for reaching my future college and career goals. I needed a little extra guidance and Mr. Hadden laid out a step by step outline for me.

Having a part-time job in high school taught me responsibility, time management, and how to work with all kinds of people. Those lessons prepared me for life after graduation in ways no classroom ever could.

Learning how to budget your money in high school sets you up for a lifetime of smart financial decisions. When you know how to manage what you earn, you gain independence, reduce stress, and open more opportunities for your future



CURRENT STUDENT

Class of 2026



ALUMNI

Class of 2020



FACULTY & ALUMNI

Class of 2018

8 COMPETENCIES TO BE CAREER READY

1. Critical Thinking/Problem Solving

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
Sample Behaviors

- Make decisions and solve problems using sound, inclusive reasoning, and judgment.
- Gather and analyze information from a diverse set of sources and individuals to fully understand a problem.
- Proactively anticipate needs and prioritize action steps.
- Be able to multitask well in a fast-paced environment.

2. Oral & Written Communication Skills

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.
Sample Behaviors

- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Employ active listening, persuasion, and influencing skills.
- Communicate in a clear and organized manner so that others can effectively understand.

3. Teamwork/Collaboration

Build and maintain collaborative relationships to work effectively toward common goals while appreciating diverse viewpoints and shared responsibilities.
Sample Behaviors

- Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.
- Effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience.
- Be accountable for individual and team responsibilities and deliverables.
- Collaborate with others to achieve common goals.

4. Digital Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.
Sample Behaviors

- Navigate change and be open to learning new technologies.
- Use technology to improve efficiency and productivity of their work.
- Identify appropriate technology for completing specific tasks.
- Manage technology to integrate information to support relevant, effective, and timely decision-making.

5. Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.
Sample Behaviors

- Inspire, persuade, and motivate self and others under a shared vision.
- Seek out and leverage diverse resources and feedback from others to inform direction.
- Use innovative thinking to go beyond traditional methods.
- Serve as a role model to others by approaching tasks with confidence and a positive attitude.

6. Professionalism/Work Ethic

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.
Sample Behaviors

- Act equitably with integrity and accountability to self, others, and the organization.
- Maintain a positive personal brand in alignment with organization and personal career values.
- Be present and prepared.
- Demonstrate dependability (e.g., report consistently for work or meetings).
- Prioritize and complete tasks to accomplish organizational goals.

7. Career Management

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and outside one's organization.
Sample Behaviors

- Show an awareness of own strengths and areas for development.
- Identify areas for continual growth while pursuing and applying feedback.
- Develop plans and goals for one's future career.
- Professionally advocate for oneself and others.
- Display curiosity: seek out opportunities to learn.

8. Global/Intercultural Fluency

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures.
Sample Behaviors

- Solicit and use feedback from multiple cultural perspectives to make inclusive and equity-minded decisions.
- Actively contribute to inclusive and equitable practices that influence individual and systemic change.
- Seek global cross-cultural interactions and experiences that enhance one's understanding of people from different demographic groups and that leads to personal growth.

PLAN YOUR SUCCESS NOW!



IDENTIFY



EXPLORE



DISCOVER

Q: As a high school student, are there resources available to help me choose a career path? You can receive help in identifying your interests/values and learn about various assessments to narrow your search. Talk with your counselor, CTAE teacher or WBL Coordinator to start the process.

A:

Q: How do I discover types of jobs related to my career path and inquire about expected salaries?

A: You can gain information about expectations of your occupation of interest (ex. potential salary, values, work environment) by taking advantage of the many online resources provided to you. Such resources included, but are not limited to, the following: YouScience, Manufacturing Georgia, Ga Futures.

Q: What are some additional tips for new students?

A: Begin with the end in mind. Start building experiences to achieve your goals. Know the GPA expectation for your career choice and resources to achieve it. Start with one or two organizations on campus correlating with your career goals and get connected. Stop by the WBL office at your school to schedule an appointment to plan your career success now!

THE IMPORTANCE OF SKILL-BUILDING THROUGH STUDENT INVOLVEMENT

Student involvement through student organizations is a smart way for students to build a robust resume! Employers want to see that students are well-rounded and competent potential employees. The more students can challenge themselves to grow outside of the classroom, the more confident they will feel going into the job search process. Participation in CTSO's, such as FFA or FBLA, provides a wealth of opportunities for students to develop critical professional skills. Talk to one of your CTAE teachers for information of CTSO opportunities in your school.

Did you know that employers consistently identify leadership, communication, critical thinking, and teamwork as some of the most sought-after skills in new hires, according to the NACE Career Competencies? Participation in student organizations (CTSOs) helps students develop these essential skills, complementing their classroom learning and preparing them to reach their full potential and succeed in their post-graduation goals.

TOP 5 TIPS

- Take the lead on a class project or get involved as a leader in a student organization. This is a great way to showcase your strengths and identify areas where you can continue to grow.
- Practice active listening. Whether you're with peers, friends, professors, or in relationships, listening more than you speak builds stronger connections and better understanding.
- Make a commitment to becoming an effective communicator with people from all backgrounds. Then, apply what you learn in real-life situations to strengthen the skill.
- Develop your own personal leadership philosophy. It should reflect your values and vision, guiding how you lead and helping you sharpen the skills that will serve you in your future career.
- Make sure you are translating all of your skill development and leadership experiences in high school on your resume.



DRESS FOR SUCCESS



CASUAL



BUSINESS CASUAL



PROFESSIONAL



PROFESSIONAL

- Wear solid, dark, or neutral colors with light colors underneath.
- Don't wear stripes or bright prints/colors.
- Suit jacket and pants/skirt should be matching colors.
- Wear closed-toe dress shoes.

BUSINESS CASUAL

- Wear nice pants, skirts, or dresses.
- Skirts and dresses should be knee-length.
- Ties are optional.
- Don't wear jeans, shorts, or athletic apparel.
- Wear closed-toe flats, boots, or shoes.

GENERAL RECOMMENDATIONS

- Clothes should be tailored, in good condition, and wrinkle/lint-free.
- Hair should be well-groomed.
- Jewelry should be moderate, and fragrances should be mild.
- Belts should match color of attire and shoes.



WARM WEATHER TIPS

- Try wearing linen and other light fabrics.
- Try lighter colors and accessories.

PROFESSIONAL COMMUNICATION TIPS

Professionalism includes an array of aspects, and communication skills are a big factor. Emails, phone conversations, and face-to-face interactions all require strong communication skills in the professional world. Set the tone for who you are and what they expect from you.

In order to accomplish your goals and maintain a positive reputation, it is essential to communicate using protocol that is professional, appropriate, polite, and effective. Remember: Communicate professionally, whether it's in person, over the phone, or through email, text, or any other form of communication.

IMPORTANT TIPS FOR EFFECTIVE COMMUNICATION

- Always know your audience.
- Address people by name with proper etiquette.
- A formal greeting and a formal closing should be included (see sample email below).
- State your message clearly and provide at least one form of contact information for the person to use when responding. Do not assume the reader remembers a previous conversation.
- Write down your thoughts prior to making a phone call.
- When talking on the phone, smile! It helps your voice to sound warm and welcoming.
- Respond to an email, fax, or phone message within a 24- to 48-hour time period, if at all possible.
- Proofread, run a spell check for all written forms of communication, and do not use all capital letters. This is not a text message, grammar matters.
- Include a concise, purposeful subject line.
- Always make time to say thank you.
- Choose the best method of communication for what you are trying to achieve (email is not always the best option).

SAMPLE EMAIL

SUBJECT: JOB SHADOWING

Dear Ms. Brewster, *(Always try and find the person's name!)* Hello, my name is Roxanne Garcia, and I am very interested in job shadowing with you. My CTAE teacher, Mr. John Doe, highly recommended that I contact you. I recently became interested in engineering, and I am heavily considering that as my major. Before I take the leap, I would love to shadow you for a day and see what it's like as a professional engineer.

I look forward to hearing from you at your earliest convenience. I can be reached via email at Roxanne.Garcia@emanuel.k12.ga.us or by phone at 478.123.4567.

Thank you for your time and consideration.

Best regards,
Roxanne Garcia

- Make sure you have punctuated your message properly and spelling is correct.
- The tone of your email should not be casual. Do not use abbreviations or colloquial terms. The use of "textisms" or emoticons is also not considered professional. These types of communication can reflect an unprofessional and casual attitude that may send the wrong message to the recipient.
- Use the "Reply All" function carefully.
- When typing the subject, be sure it adheres to the guidelines in the job posting. If there are no guidelines, be as specific as possible. Emails from unknown individuals will usually be placed into junk mail if they do not grab the recipient's attention.

SOCIAL MEDIA BRANDING

BRAND YOURSELF ON SOCIAL MEDIA

WHAT IS PERSONAL BRANDING?

Personal branding is the practice of people marketing themselves and their careers as brands. Your personal brand is what makes you, you.

WHY IS THIS IMPORTANT?



67%

of employers look for information that supports a candidate's qualifications to get them through the door.



1/5

employers won't call a person for an interview if they can't find them online.



55%

of employers who use social media screenings have found content that caused them not to hire a candidate.



88%

of employers and hiring managers would fire an employee for posting certain kinds of social media content on their personal account.



78%

of employers believe that current employees should maintain a work-appropriate social media profile.

SOURCE: BUSINESS NEWS DAILY



Personal branding on social media is building a reputation for something you love doing and want to be known for. It involves sharing your personality, passion, and expertise in a way that brings value.

HOW DO I DO THIS?

CLEAN YOUR PRESENCE

- Remove all things that could have a negative effect.
 - Profanity
 - References to illegal activity
 - Risqué comments/photos
 - Complaints about your school or job
 - Posts with spelling and grammar errors



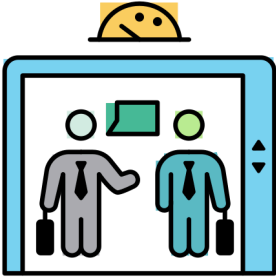
Search for yourself online to see what's out there. Interaction matters - what you like on platforms will be seen by employers.

PLAN AND IMPLEMENT

- Choose three things that you love and that describe you. Form what you are going to communicate and how you are going to communicate around that.
- Your brand needs to also have a message that is intended for a specific audience. Examples: travel, sports, fashion, self-care, etc

KEEPING UP YOUR BRAND CONSISTENCY IS KEY!

30-SECOND ELEVATOR PITCH



WHAT IS IT?

An elevator pitch is a short summary of your professional experience and goals.

HOW DO I CREATE THE PITCH?

Four Main Ingredients for a Comprehensive 30-Second Elevator Pitch:

1. Brief summary of education and experience
2. Strength or quality that makes you distinct
3. Investment or commitment to your field/area of study
4. What is your goal, and what do you want to accomplish?

WHERE DID THIS TERM COME FROM?

The term was coined from people getting into an elevator with a top executive of a company and pitching themselves during the 15-30 second ride.

WHERE DO I USE THIS?

You can use this any time you are networking, whether you're at a conference, event, work, or interview.

WHY DO I NEED TO DO THIS?

When you only have 15-30 seconds to pitch yourself, you can't afford to mess it up. It is **VITAL** to know what you want to say and how you want to say it, so preparation is essential.

* TIPS

- Keep small take-away items with you, like a business card, so you can continue the conversation at a later date.
- Make sure your speech doesn't sound rehearsed.
- Remember to be engaging and friendly.
- Write it out; talk it out. Practice so that it's clear, concise and well-paced.

EXAMPLE ELEVATOR PITCH

 **HELLO,**

My name is Will Douglas, and I am a senior at Swainsboro High School and interested in pursuing a career as a diesel mechanic. **I bring with me two years of experience in automotive maintenance,** and I am currently interning at Daniels Chevrolet, **where I am receiving firsthand exposure to working with top rated mechanics.** I am enthusiastic about beginning a career as a diesel mechanic and providing automotive services around the southeast Georgia region. My overall goal includes **opening and operating my own diesel business.**

NETWORKING

Have you ever heard the phrase, "It's not what you know but who you know?" A large percentage of the jobs filled each year are a result of networking. This aspect of the job market is commonly referred to as the "hidden" job market. If you are only responding to online/official job postings, you could be missing a considerable number of opportunities.

KNOW YOURSELF AND WHAT YOU WANT

Consider your skills, interests, abilities, and personality. What are your career goals? What industry or position type are you interested in?

DETERMINE YOUR PURPOSE

In the early stages of exploring majors and careers, your purpose is to gather information on jobs and careers that interest you. In the later stages, your purpose is to obtain advice on how to conduct your job search and obtain job leads.

PRACTICE YOUR "30-SECOND COMMERCIAL"

Introduce yourself by name, your school, your career interest, and the purpose of your networking. It is a good lead-in at networking events like the career fair.

Prepare to Ask.....

✓ Questions About the Job

What does a typical day look like for someone in this position?

What are the most important qualities you're looking for in a candidate?

What are the biggest challenges in this role?

What skills would help me succeed in this position?

✓ Questions About the Workplace

How would you describe the work environment here?

What do you enjoy most about working for this company?

How does this company support training or learning for new employees?

Who would I report to directly, and how is feedback usually given?

DON'T be timid.

DON'T speak to only one person.

DON'T self-promote.

DON'T forget to follow up.

DON'T ask someone to distribute your resume.

DON'T get too personal.



DO have a firm handshake.

DO say your full name.

DO introduce others.

DO have your elevator pitch ready.

DO bring business cards (if you have some)

DO get introductions from current contacts.

DO use your personality.

DO listen more than you speak.



DID YOU KNOW?

According to ABC News, **80%** of jobs are attained through networking.

Prepare to Ask.....

✓ Questions About Growth & Opportunities

Are there opportunities to learn new skills or take on more responsibility over time?

What qualities do successful employees at your company usually have?

Are there chances for advancement or longer-term opportunities?

✓ Questions to End the Interview Strong

What are the next steps in the hiring process?

When should I expect to hear back about this position?

Is there anything else I can provide to help with your decision?

RESUME GUIDELINES

A resume is a tailored document highlighting a person's education, work experience, and skillset. It is a summary of qualifications for a job, internship, scholarship, or other opportunity. The goal of a resume is to show an employer that you are a good fit for the position they are hiring for. Your resume is the marketing tool that will get you an interview. Although there is no single right way to write your resume, you want to ensure that the format and style you choose is most complimentary to display your qualifications and skillset.

HEADER

- Should include name, address, phone number, and email address.
- Name should be at the very top of the page and slightly larger than the rest of the text within the document.
- Ensure email address is professional such as jane.doe@gmail.com (also set-up an appropriate greeting on your voicemail).
- Feel free to include your customized LinkedIn URL.

EXPERIENCE

- Can include internships, part-time jobs, and full-time jobs.
- Specific section heading can be specific to the content or more broad (e.g. Work Experience, Field Experience, Student Teaching Experience, Healthcare Experience, etc.)
- Each position should include the title of the position, company, date range, and location.
- List positions in reverse chronological order.
- Each experience should have between 3 to 7 bullets describing duties and accomplishments. DO NOT BE VAGUE.

EDUCATION

- Only include institutions where a degree or certificate is in progress or was earned/received
- Include institution location.
- Include anticipated and/or actual graduation date (Month Year).
- List GPA if higher than a 3.0.
- List relevant coursework
- List institutions in reverse chronological order.

ADDITIONAL SECTIONS

- Volunteer & Community Outreach
- Leadership & Campus Involvement
- Research Experience
- Athletics
- Special Projects
- Military Service
- Skills & Abilities
- Presentations & Publications
- Professional Affiliations/Memberships
- Honors/Awards
- Certifications & Licensures



ACTION WORD LIST

EXAMPLES OF ACTION WORDS THAT DESCRIBE YOUR FUNCTIONAL SKILLS

Strong resumes have strong verbiage. Use our action word list to help your resume stand out.

COMMUNICATION

Addressed
Advertised
Arranged
Articulated
Authored
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Described
Drafted
Edited
Elicited
Enlisted
Explained
Expressed
Formulated
Furnished
Incorporated
Influenced
Interpreted
Interviewed
Lectured
Listened
Marketed
Moderated
Negotiated
Observed
Outlined
Participated
Presented
Publicized
Reconciled
Recruited
Referred
Reported
Resolved

Spoke

Suggested
Summarized
Synthesized
Translated
Wrote

CREATIVE

Acted
Combined
Composed
Conceptualized
Condensed
Created
Customized
Displayed
Drew
Entertained
Fashioned
Illustrated
Initiated
Integrated
Introduced
Invented
Modeled
Modified
Performed
Photographed
Revised
Revitalized
Shaped

FINANCIAL

Adjusted
Allocated
Appraised
Audited
Balanced
Budgeted
Corrected
Counted
Estimated
Prepared
Reduced
Regulated
Retrieved

HELPING

Advocated
Aided
Answered
Assisted
Contributed
Cooperated
Counseled
Demonstrated
Educated
Ensured
Expedited
Familiarized
Furthered
Helped
Insured
Intervened
Prevented
Provided
Rehabilitated
Represented
Simplified
Supplied
Supported
Volunteered

LEADERSHIP

Administered
Analyzed
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Condensed
Considered
Consolidated
Controlled
Converted
Coordinated
Decided
Delegated
Developed
Directed
Eliminated

Emphasized
Enforced
Enhanced
Established
Executed
Generated
Handled
Headed
Hired
Hosted
Improved
Implemented
Led
Managed
Merged
Motivated
Organized
Originated
Oversaw
Planned
Prioritized
Produced
Recommended
Replaced
Restored
Scheduled
Secured
Selected
Streamlined
Strengthened
Supervised
Transformed

ORGANIZATION

Catalogued
Categorized
Classified
Coded
Compiled
Distributed
Inspected
Logged
Maintained
Monitored
Obtained
Ordered

Processed
Purchased
Recorded
Registered
Reserved
Responded
Routed
Screened
Served
Submitted
Supplied
Updated
Validated
Verified

RESEARCH

Analyzed
Clarified
Collected
Compared
Conducted
Detected
Determined
Diagnosed
Evaluated
Examined
Experimented
Explored
Extracted
Gathered
Identified
Inspected
Interpreted
Invented
Investigated
Located
Measured
Researched
Reviewed
Searched
Solved
Studied
Summarized
Surveyed
Systematized

TEACHING

Advised
Coached
Critiqued
Enabled
Encouraged
Explained
Facilitated
Focused
Guided
Individualized
Informed
Instilled
Instructed
Motivated
Persuaded
Stimulated
Taught
Tested
Trained
Transmitted
Tutored

TECHNICAL

Adapted
Adjusted
Applied
Assembled
Built
Calculated
Compared
Conserved
Constructed
Designed
Determined
Engineered
Estimated
Maintained
Operated
Printed
Programmed
Remodeled
Solved
Specialized
Upgraded
Utilized

Lucy Smith

1111 Happy Drive
Stillmore, GA 30464
478-999-9999
lucy.smith@gmail.com



SKILLS

Proficient in Microsoft Word and PowerPoint

Strong verbal communication skills

Works well as a team member

EXPERIENCE

Twin City Pizza, Twin City, GA - Cashier/Food Runner

July 2024 - Present

- Responsible for monetary payment from customers
- Assist customers with questions and concerns
- Communicate and interact with customers in order to create a friendly environment

Stockyard, Swainsboro, GA - Hostess

May 2023 - May 2024

- Greet guests and assist them to their tables
- Support waiters/waitresses to maintain a steady flow of customers
- Maintain a clean environment for customers

EDUCATION

EDGE College and Career Academy, Swainsboro, GA

Anticipated Graduation May 2026

- Member of the Varsity Track and Cross Country teams
- Member of the Junior Varsity Basketball team
- Service Learning
- Work-Based Learning

AWARDS

MVP Award in Cross Country

All-Area region athlete for 4 years

3rd Overall in the Southeastern Conference Championship

COVER LETTER GUIDELINES

THE PURPOSE OF THE COVER LETTER

A cover letter accompanies your resume and provides more detail regarding your experiences as they relate to the job for which you are applying. It introduces you to the employer and informs them as to why you are applying for a specific position. A great cover letter will show a link between your skills and experiences directly to the job description. You should always use a cover letter when you are seeking employment. Although they can seem difficult and time consuming to write, providing one shows initiative and a skill-set an employer may not see from your resume alone.

COVER LETTER TIPS

1. Keep your cover letter to 1 page in length.
2. Do not overuse the word "I."
3. Address the letter to the individual, not to "Dear Sir or Madam" or "To Whom It May Concern."
4. Target each cover letter to the position and company to which you are applying.
5. Refer to specific experiences you have had; relate how you have changed or improved something.
6. Provide examples of your skills as a demonstration of your qualifications and to lend credibility to your claims.
7. When emailing your letter, use the letter as the body of your email and your resume as the attachment.
8. Do not duplicate your resume and only highlight the most relevant experiences.
9. Always use spell check, avoid typos, and watch your grammar.

HEADER

1. Your header should match your resume and reference page headers.
2. It should include your name, address, at least one phone number, and a professional email address.

ADDRESSEE

1. Do your research on the company so you can have the correct address. State the name and title of the person to whom you are writing the letter, if possible.
2. If not possible, address letter to the position, such as "Re: Hiring Manager."
3. In the salutation, you should put the prefix and last name of the person to whom you are writing the letter [Prefix and Last Name], such as "Dear Dr. Jones" or "Dear Ms. Jones." Always use a colon (:) after the salutation and not a comma.

OPENING PARAGRAPH

1. State why you are writing or your reason for correspondence.
2. Name the position or type of work for which you are applying.
3. Mention the contact person who told you about the job or how you learned about the job.
4. Explain why you are interested in working for this employer or are passionate about this field.

MIDDLE PARAGRAPH

1. List all the reasons why the employer should hire you, focusing on how your experiences and education match what the employer wants in the job description.
2. Emphasize your skills, abilities and accomplishments and how they can specifically benefit the employer. Write what you can do based on what you have done.
3. Use industry-specific key words.

CLOSING PARAGRAPH

1. Thank them for their consideration.
2. Request a personal meeting.

COVER LETTER SAMPLE

James P. Jones

123 Pine Avenue | Adrian, GA 31002

(123) 456-7890 | jjp23@gmail.com | www.linkedin.com/in/jjp23

Be sure to use the same heading as your resume.

March 27, 2027

Mary Ann Sasser
Director of Recruitment
Nordson Corporation
1159 Empire Expy
Swainsboro, GA 30401

Date
Four spaces
Research to find a contact
for the return address.
One space
Salutation

The opening paragraph introduces you to the employer. Mention the position title and company, how you learned about the opportunity, and why you are the best candidate for the job.

Dear Ms. Sasser:

Please accept this letter and enclosed resume for the Social Media Manager position at Nordson Corporation. I learned about this opportunity from Shaw's LinkedIn post. In May 2027, I will graduate with my Bachelor of Business Administration Degree in Marketing, with a minor in Communication, from East Georgia State College. I feel that my experience with Excel coupled with my interpersonal skills make me a great fit for the position.

During my time at EDGE College and Career Academy, I have become proficient in Microsoft Office, task management, social media marketing and teamwork. In addition to the essential skills that STC has taught me, I learned more skills while working for Gold Company and recently with Crider Industries, Inc. While working for Gold Company, I gathered information for social media content and increase community engagement by 23%. Furthermore, Gold Company put me in charge of expanding their reach to relevant locations through social media ads. I had also previously worked as a sales associate at Gold Company; which helped further my interpersonal and communication skills. Currently, my main job is to help them promote the brand to different targeted groups. As for my work with Crider Industries, Inc., I am learning the basics of QuickBooks and more effective teamwork.

The second paragraph

Thank you for your consideration. I look forward to speaking with you further about this opportunity.

Sincerely,

Reemphasize your interest, request to speak further, and politely thank the employer for their time.

establishes why you are the strongest candidate for this position through discussion of your skills and experiences. Include specific examples of when you have used two to five of your strongest skills, explaining how those experiences relate to the position and how you fit what they are looking for. Look at the job description to draw a connection between the needs of the current job opening and the skills you can bring to the job. Use this section to complement your resume.



James P. Jones

Enclosed: Resume

HOW TO ASK FOR A REFERENCE OR LETTER OF RECOMMENDATION

DO

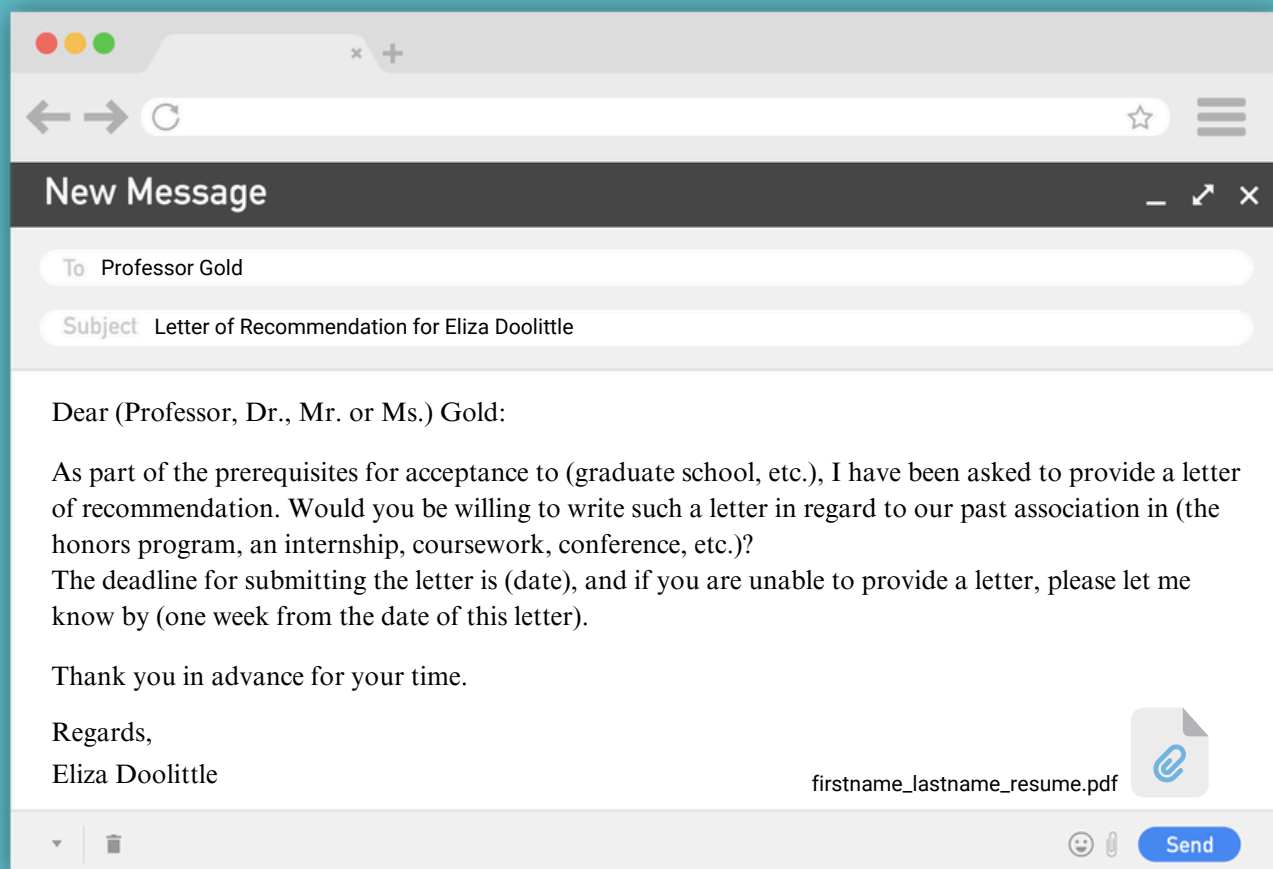
- Ask early (at least two or three weeks in advance).
- Ask in a professional manner through a Meeting, Phone call, or Email. Use correct grammar, and be professional.
- *A meeting is preferred and adds a personal touch.
- Include the purpose for the reference letter.
- Provide a copy of your resume.
- Provide the writer with instructions for submitting your reference and information on when it is due.
- Send a professional reminder email one week before the deadline.

DON'T

- Have unprofessional references. You want to have people who can talk about your work ethic and performance. Consider professors, advisors, past supervisors, and current employers.
- Send a text. Even if you have a close relationship with the person, use professional communication channels for professional situations.
- Ask someone that can't be a good reference. You want to ask someone that knows you well and thinks highly of you.
- Assume they'll say yes. Ask, "Would you be comfortable writing me a strong letter of recommendation?" They may not feel they know you well enough to write you a strong letter.

 **TIP** *Besure to attach your resume as a PDF.*

REFERENCE LETTER REQUEST EMAIL SAMPLE



New Message

To Professor Gold

Subject Letter of Recommendation for Eliza Doolittle

Dear (Professor, Dr., Mr. or Ms.) Gold:

As part of the prerequisites for acceptance to (graduate school, etc.), I have been asked to provide a letter of recommendation. Would you be willing to write such a letter in regard to our past association in (the honors program, an internship, coursework, conference, etc.)?

The deadline for submitting the letter is (date), and if you are unable to provide a letter, please let me know by (one week from the date of this letter).

Thank you in advance for your time.

Regards,
Eliza Doolittle

firstname_lastname_resume.pdf



REFERENCE LIST SAMPLE

Mariela K. Rodriguez

712 S.Lyon Road | Swainsboro, GA 30401

(478) 123-4567 | mariela.r55@gmail.com | linkedin.com/in/mariela.rodriguez5

REFERENCES

Mary Charming, Ph.D. Associate Professor,
Southeastern Technical College
346 Kite Rd, Swainsboro, GA 30401
(478) 555-1234
mary.charming@stc.edu

Imma Hero, Lead Mentor Teacher
Twin City Elementary School
162 Parrish Pond Rd, Twin City, GA 30471
(478) 555-2345
Imma.hero@emanuel.k12.ga.us

Willie Maykit , Store Manager
Apple Store
123 Queen Court Swainsboro, GA 30401
(478) 555-5555
williemaykit@apple.com

REFERENCES

- Include on separate document and submit only if requested.
- Header information should be consistent with resume.
- Ask permission from references to include on reference page.
- Include at least three professional references (professors, supervisors, advisors).
- Format: Name, Job Title, Company/ Employer, Address (Optional), Phone Number, Email



Keep your reference list updated on your job search.



7 STEPS FOR CONDUCTING A SUCCESSFUL INTERVIEW

AN INTERVIEW IS THE KEY TO WHETHER OR NOT YOU ARE OFFERED A JOB. ON THE OTHER HAND, THIS IS YOUR OPPORTUNITY TO DETERMINE HOW MUCH BOTH THE OPPORTUNITY AND THE EMPLOYER FIT WHAT YOU NEED AND WANT, AS WELL.

BEFORE THE INTERVIEW

STEP 1: RESEARCH THE COMPANY AND THE JOB.

7 THINGS TO RESEARCH FOR THE INTERVIEW

- History of the company
- Company's culture, mission, and values
- Skills needed for the position
- Clients, products/services offered
- Recent news and events about the company
- The person interviewing you
- The job industry and competitors

You can usually find most of this information on the company website and in their annual report.

STEP 2: KNOW YOURSELF.

QUIZ YOURSELF WITH THESE COMMON QUESTIONS EMPLOYERS WANT TO KNOW ABOUT YOU

- Tell me about yourself.
(refer to 30-Second Elevator Pitch on pg. 19)
- How has your education and experience prepared you for this job?

- What is your greatest strength? What is your greatest weakness?
- What motivates you to do your very best on the job?
- Are you willing to travel or relocate, if necessary?
- Describe your leadership style.
- How would a co-worker or supervisor describe you?
- What do you know about this organization?
- What kind of salary do you expect?
- Why did you leave your last job?
- What makes you qualified for this position?
- Why should I hire you?

The more you know about yourself, the job and the company, the better you can articulate why you would be a good hire.

STEP 3: PRACTICE!

HOW DO I PRACTICE?

- Schedule a mock interview with your WBL Coordinator.

THE DAY OF THE INTERVIEW

STEP 4: GETTING READY AND ARRIVAL

- Dress professionally.
- Bring a copy of your updated resume for each person interviewing you. If you are unsure, bring five.
- Allot yourself plenty of travel time in the event of traffic delays.
- Use the bathroom before you get there.
- Arrive 15 minutes early.
- Be courteous to administrative personnel.

STEP 5: DURING THE INTERVIEW AND ANSWERING QUESTIONS

TIPS

- Be confident in your attitude, but not overconfident.
- Show a true interest, but not desperation.
- Sell yourself and have questions prepared.
- Be aware of your tone of voice and have good posture.
- Keep strong eye contact and have a firm handshake.

DURING THE INTERVIEW

BEHAVIORAL INTERVIEW QUESTIONS

Employers are asking more and more behavioral questions, based on the theory that your past experience in specific situations is a good indicator of your future performance in similar situations. Follow the STAR method to answer the question in a concise and logical manner, while providing all the information the employer desires.

SITUATION OR TASK

Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, a volunteer experience or any other relevant event.

ACTION YOU TOOK

Describe the action you took, and be sure to keep the focus on you. Even if you are discussing a group project or effort, describe what you did – not the efforts of the team. Don't tell what you might do; tell what you did.

RESULTS YOU ACHIEVED

What did you learn? What happened? How did the event end? What did you accomplish?

SAMPLE BEHAVIORAL INTERVIEW QUESTIONS

- Tell me about a time when you had to follow a policy you didn't agree with.
- Tell me about a time when you had to deal with a difficult customer.
- Give me an example of a time when you showed initiative and took the lead in a task or project.
- Tell me about a time when you failed and how you dealt with it.
- Describe a decision you made that was unpopular and how you handled implementing it.
- Have you had to convince a team to work on a project they weren't excited about? How did you convince them to complete the project?
- Describe a situation in which you used persuasion to successfully convince someone to see things your way.
- Tell me about a time when you had to go above and beyond the call of duty to get a job done.

* TIP

- Be a professional, not a student.
- It is important to demonstrate to the employer that you can make the transition from student to professional. This is demonstrated in your attire, attitude, and verbal communication, as well as your nonverbal communication.





CLOSING THE INTERVIEW

STEP 6

At the end of the interview, you will be given another chance to ask questions. Asking questions is essential. This is your opportunity to determine if this position is the best match for you. In order to make your questions productive, your delivery must be as effective as the questions you are asking! Take notes and ask for contact information so that you can follow up within 24 hours to say thank you. Choose at least two or three questions on this list that are valuable to you, and become comfortable using them effectively.

QUESTIONS ABOUT THE POSITION

Why is this position vacant?

Can you describe what a typical day here looks like?

Do you expect the main responsibilities for this position to change within the next six months?

What do you think is the most challenging part of this position?

What have past employees done in this position to be successful?

What members of the team would I work with in this position?

What type of annual review do you provide or require for employees?

What is the top priority for the person in this position over the next three months?

QUESTIONS ABOUT THE BUSINESS

- What kind of management style is common here?
- What service does this business provide to the community?
- How does this organization strive to meet the mission statement?
- What does success look like here?
- What areas or plans are you looking to develop within the business?
- Can you tell me about the team I will work with?
- What does this organization seek to accomplish over the next five years?
- What do you do as a team to build morale and interact with one another?
- Which particular skill is the team missing that you are looking to fill with a new hire?

QUESTIONS ABOUT THE INTERVIEWER

- How long have you worked here and in what capacity?
- What do you like most about your work here?
- What has been one of the most challenging aspects of your work here thus far?
- What is the next step in the interview process?
- How can I contact you if I have additional questions in the near future?

FOLLOW-UP AND GRATITUDE

STEP 7: GRATITUDE IS AN ATTITUDE OF EXCELLENCE.

Taking the time to say “thank you” and presenting yourself from the perspective of being appreciative demonstrates a strong sense of self and the confidence that employers are actively seeking. Expressing gratitude can be done through outlets such as thank you cards, emails, or phone calls.

WHEN SHOULD YOU FOLLOW UP?

- After applying for a position
- After making a connection
- After the interview
 - Immediately send a thank you note to the interviewer within 24 hours of the interview. A handwritten note is preferable; however, if you know they will be choosing a candidate before it will get to them via mail, send an email. If the allotted time has passed that they said they would contact you, it is acceptable to reach out again about the status of the job search.
- After a job offer is made



POINTS OF CAUTION

- All communication should remain on a professional level. Make sure you have your thoughts together before reaching out.
- Only use a legitimate thank you note or professional stationery.
- While corresponding with more than one individual within an organization, be sure to write unique thank you notes to each person.
- When you have multiple interviews or a group interview, write a thank you note to the person who arranged the visit and one to the key hiring decision-maker for the job. Consider adding, “Please express my appreciation to others involved in my interview today.”

EMAIL THANK YOU NOTE - SAMPLE

Dear Dr. Watkins: Thank you for interviewing me yesterday for the marketing position. I enjoyed meeting with you and learning more about the position and your department. As we discussed, I think utilizing success stories is a great idea. I’d love to focus on and create a worthwhile campaign sharing those stories. I want to reiterate my strong interest in the position and working with Nunez Company. Please do not hesitate to email or call me if you have any questions or need any additional information. I look forward to hearing from you. Again, thank you for the interview and your consideration.

Sincerely,
Anita Jobe
478.278.2912

PHONE AND WEB-BASED INTERVIEW TIPS

PHONE INTERVIEW TIPS

- Create a quiet environment with no background noise, and listen to questions being asked by the interviewers very carefully.
- Be professional when answering the telephone.
- Even though they can't see you, smile during the interview. It projects a positive attitude.
- Create a short professional telephone message for missed calls.
- Always avoid using speakerphone.
- Make sure your phone battery is fully charged, and you have a good signal.
- Have a pen and paper available for notes.
- Be sure to have an active mailbox for missed messages.



WEB-BASED INTERVIEW TIPS

- Set up early. Never be late.
- Test all equipment and technology before the interview.
- Look at the camera or the interviewer, not at yourself in the monitor.
- Speak clearly, and treat the interviewer just as if he or she is in the same room.
- Be sensitive to potential audio or video delays.
- Dress professionally from head to toe. Wear solid colors that will not be distracting on camera.
- Minimize all body movements, but don't be stiff.
- Do not tap your pen, shuffle papers, or fidget while interviewing. The microphone will pick up ALL noise in the room.
- Keep background free of clutter



STILL NERVOUS?

DO A MOCK INTERVIEW WITH ONE OF OUR EXPERTS!



OPTIMIZE YOUR PROFILE TO BECOME A LINKEDIN ALL-STAR!

LinkedIn  **IS THE BIGGEST PROFESSIONAL SOCIAL NETWORK, WITH OVER 500 MILLION USERS.**

Nearly every industry uses LinkedIn to find and vet job candidates, and over 90% of recruiters rely on the site. With these statistics in mind, you can't afford NOT to have a LinkedIn profile!

If you want to truly maximize the value of LinkedIn, you'll want to optimize your profile. Optimizing your profile means completely filling it out and becoming a LinkedIn "all-star." LinkedIn users who achieve all-star status show up in recruiters' search results more often.

Use the following tips summarized from *Social Media Marketing: A Strategic Approach* to market yourself and achieve all-star status on LinkedIn.

1. HEADSHOT AND BACKGROUND

Photo should be professional and should not show too much skin (a good rule of thumb is to use a picture that shows from the collar bone up).

Use a background picture identifying your work or college.

2. SUMMARY SECTION

Write your summary in first person (i.e., use "I" not "he/she"). Use keywords that describe you and what you DO rather than a job title. For example, if you are skilled in graphic design and want a career in that area, you might include the words "graphic designer" (how you want to be found on LinkedIn) in your summary instead of "student" (your title). Where possible, include your keywords in other areas of your profile as well, so that you come up in searches of recruiters looking for job candidates with your competencies and so you receive suggestions from LinkedIn about jobs that would be a good fit.

3. SKILLS/ENDORSEMENTS

Fill out the skills section of your profile. LinkedIn allows you to input 50 skills. Use them all! People can then endorse you for these skills, which adds to your credibility.

4. RECOMMENDATIONS

Try to get at least 6-10 people to recommend you to enhance your credibility. Recommendations are not

the same as endorsements, which are just a click of a button. When someone recommends you, he or she is writing a detailed paragraph about your competencies and his or her interactions with you.

5. GROUPS

LinkedIn lets you join up to 100 groups. Join as many as possible and participate in their discussions. Monitor conversations, and look for opportunities to share opinions and give feedback. Be seen as a contributor and someone who is helpful.

6. CONNECTIONS

Aim for 500 connections, but try to stick to connecting with people you have met offline or through a group on LinkedIn. That way, you'll build a solid network on which you can rely in the future. It can take some time and effort to build 500 connections, but doing so indicates to LinkedIn that you are a serious, well-connected professional and increases the odds of your profile getting served up in searches.

7. CREATE RESUME FROM DESKTOP

In your profile section, click the "more" button to convert your resume to a PDF to send to employers or for a quick view.



WORKFORCE WORKSHOP

EDGE CCA hosts a Rising Professionals Workshop every fall semester. Check social media for details.

REFERENCES

Barker, M.S., Barker, D. I., Bormann, N. F., Roberts, M. L., & Zahay, D. (2017). *Social Media Marketing: A Strategic Approach*. Boston, MA: Cengage. Aslam, S. (2018, January 1). LinkedIn by the Numbers: Stats, Demographics & Fun Facts. Retrieved from omnicoreagency.com/linkedin-statistics. Bahler, K. (2018, January 17). What Your LinkedIn Profile Should Look Like in 2018. Retrieved from time.com/money/5077954/linkedin-profile-tips-résumé.

LINKEDIN ETIQUETTE

HOW TO USE LINKEDIN GROUPS FOR NETWORKING

5 WAYS TO MAKE THE MOST OUT OF THIS FEATURE



1. SEARCH KEYWORDS TO FIND GROUPS THAT MATCH YOUR INTERESTS

There are thousands of professional groups that are one click away! Utilize onetonline.org to get an idea of keywords related to your career field.

2. DON'T SPAM THE GROUP

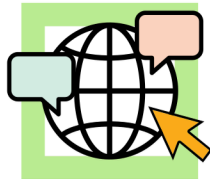
Don't just join groups to make job-seeking posts. Instead, begin by commenting on posts and engaging in dialogue with members of the group. It takes tiny steps to build rapport with professionals.



3. BE A LEADER

Yes, engaging in dialogue is important. However, these groups are looking for leaders, too! Start your own discussion on the platform. Increasing your online presence is the first step to making those professional connections.

4. LINK TO OTHER CREDIBLE SOURCES
Include references to credible work in the field in your dialogue. Providing these source links may lead the way to future connections



5. TURN ON LINKEDIN NOTIFICATIONS

Staying active on LinkedIn involves staying up-to-date on new groups, discussions, updates, and more!

Personalize connection requests. Tell them your reason for connecting.

Have a profile picture so people can see with whom they are connecting.

Personalize your recommendation requests, and offer to reciprocate (if appropriate).

Keep it professional, and only share information relevant to business.

Turn off notifications when updating your profile.

Send a welcome message that provides value.

Regularly maintain relationships. Building relationships is not a numbers game!

Make your contact list open to your connections.

Offer to introduce your connections to others in your network.

Respond promptly to messages (1-2 days).





**OUR CTAE TEAM IS HERE
TO HELP YOU SUCCEED**

CAREER

& PROFESSIONAL DEVELOPMENT

Chip Fleming

EDGE CCA / CTAE Administrator
478.289.2278
chip.fleming@emanuel.k12.ga.us

Dr. Shannon Lawrence

Young Farmer / CTAE Administrator
478.237.6674
sglawrence@emanuel.k12.ga.us

Kendall Hadden

Work-Based Learning
478-763-2673 ext. 608
kwhadden@emanuel.k12.ga.us



Connect with us via email, phone, or in person!

EMANUEL COUNTY CTAE

Together, we build a future-ready workforce for Emanuel County.

