The Job Winners® Guide for Young Adults

RESOURCES BOOKLET

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Results

Daily Action Planner

Research at the Library / Career Information Centre / Internet / oth for (which leads?) Telephoning to set up an interview for (which leads?) Preparing for an information / employment interview for (which leads?) Attending an interview for (which leads?) Thank you note / telephone call for (which leads?) Tailoring and sending off a résumé / job application for (which leads?)	20
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Other (please specify)for (which leads?)	

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Developing Your Key Skills Statement

What sort of job do you want to apply for?
What are the key qualities / skills / experience that would be needed for this job?
List the things that demonstrate that you have these key qualities / skills / experience
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And now try putting these together in a statement of approximately 35-50 words that will grab the employer's interest.

Communication Planner

Name	Name Tel 1		
Organisa	Organisation Receptionist name		
Position		Tel 2	
Address	dress Mobile		
	email		
Date			Follow
Time	Subject	Response	up
Seq			