



Your dream, your plan, *your future*

Navigating Your Financial Future offers many free financial resources such as online workshops, helpful links, recorded presentations, a monthly E-newsletter, and more!

Questions?

Visit www.NavigatingYourFuture.org and select the "Contact Us" tab to request additional assistance from an Outreach Representative.

Additional Resources:

www.BLS.gov/ooh

www.CareerOneStop.org

www.MappingYourFuture.org



www.NavigatingYourFuture.org



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Career Planning



your dream, your plan, your future **NyFF**
NAVIGATING YOUR FINANCIAL FUTURE



Planning for your career and building a stronger skill set will give you a competitive edge in the job market. Plan an active professional growth strategy for the career that is right for you.

Create a career portfolio

The following documents can help guide your planning process:

- Career plan
- Work experience
- Previous job reviews
- School history
- References
- Cover letters
- Publications

Having this information in one place can make applying for jobs a smoother experience.

Set career goals; establish a career plan

Goal - what you want to do in the future

Plan - steps to reach your goal



Create or update your cover letter and resume

An effective cover letter conveys purpose, enthusiasm, and knowledge acquired to meet the employer's needs.

Cover letter format:

- 1st paragraph - purpose, interest in position, research about the company
- 2nd paragraph - how you are a qualified candidate, examples of accomplishments
- 3rd paragraph - refer to enclosures (resume, references, samples of work)

A resume is an overview of individual strengths and how those strengths will contribute to the organization or company. Components of a resume:

- Career/work objectives
- Work experience
- Education
- Summary of accomplishments
- Contact information
- Other: volunteer work, leadership roles

Begin the job search through:

- Career centers
- Friends/family
- Career fairs
- Trade magazines
- Web based searches
- Professional organizations



Use the power of networking to learn of openings in a specific field.

Create a list of references and ASK PERMISSION to use those names in your job search.



Prepare for the interview

- Dress appropriately for the job you are seeking
- Come prepared to answer questions such as "Why do you want this job?"
- A firm handshake exhibits confidence

Employers seek good communication skills, motivation, strong work ethic, manners, adaptability, and the ability to work with others.