Workforce Development Guide

SIEMPRE VIVA LLC

TABLE OF *contents*

- **Welcome!**
- ***Before Applying to a Job***
  - *Email*
  - *Social Media + LinkedIn*
  - *Google Suite Basics (Docs, Excel, Slides)*
- ***Applying to Jobs***
  - *Resume*
  - *Cover Letter + Job Inquiry Etiquette*
  - *Interviewing + Waiting Etiquette*
- ***Your 1st Day of Work!***
  - *Professionalism*
  - *Getting Paid*
  - *Know your Rights*
- **Additional Resources**

SIEMPRE VIVA LLC

SIEMPRE VIVA LLC

Copyrights

© 2023 Siempre Viva LLC. All rights reserved.

No part of this resource book may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher, except in the case of brief quotations embodied in critical reviews and certain other noncommercial uses permitted by copyright law.

For permissions requests or inquiries, please contact: Siempre Viva LLC Contact Email: [siempreviva1.llc@gmail.com] Contact Phone: [(773) 234-3392]

This publication is protected under the Copyright Act of 2023, Title 17 of the United States Code. Any unauthorized copying, reproduction, or distribution is prohibited by law.

Welcome

SIEMPREVIVA LLC

Welcome

Welcome to the Workforce Development Guide!

We're excited that you've chosen to explore this resource designed to empower you on your career journey. Inside these pages, you'll find a wealth of insights and valuable tips aimed at enhancing your workforce skills.

Whether you're just starting out or looking to advance further, this guide is your trusted companion for continuous career growth. Unlock the knowledge within and discover how to take meaningful steps toward your professional goals.

Your journey to success starts here!

SIEMPRE VIVA LLC

BEFORE APPLYING

1

Email

Learn why it's important to create a work appropriate email and how to communicate professionally via email.

2

Social Media + LinkedIn

Learn more about the importance of an appropriate and/or private social media presence, and how to create a LinkedIn profile.

3

Google Workspace

Learn about the importance of using Google Workspace and resources to improve your skills.

SIEMPRE VIVA LLC

Create an Email:

Before jobs see your resume or look at your application, the first thing they see as their point of contact is ***your email address!***

How to Create an Email:

1. Go to ***Gmail.com***
2. Click **"Create Account"**
3. Select **"For Personal Use"**
4. Enter your Information (Name & Birthday)
5. Create a **"Username"**

******Use the tips on the next page to create a work appropriate username******

SIEMPRE VIVA LLC

Username: Do's & Don'ts!

DON'T!

- Use a nickname
- Use your birthday
- Make it too long

Ex.

badbunny122599@gmail.com

djkhaled.the.best@gmail.com

assassin.michael@gmail.com

DO!

- Use your name
- Use familiar #'s
- Short and simple

Ex.

benito.ocasio@gmail.com

aubrey.drake.21@gmail.com

beyonce.knowles.7@gmail.com

SEMPRE VIVA LLC

Write an Email:

Here is an example of how to send a professional email:

Dear (Name),

My name is *(Name),* ***I am*** *(position/student status + organization/institution)* ***I am reaching out about (a,b,c)****. (Insert question or concern.)*

Thank you for your time. I hope to hear from you soon.

Sincerely,
Your Name

SIEMPRE VIVA LLC

Example:

Dear Ms. Knowles,
My name is Jermaine Cole, I am a student at Columbia College in Chicago and am currently studying music production. I am reaching out to learn about any internship or summer program opportunities you may have for the Renaissance Tour. I would love to share more about myself and possibly join the team.

Thank you for your time. I look forward to hearing from you soon.

Sincerely,
Jermaine Cole

Social Media

Social Media is an Extension of....YOU!

Being mindful of your social media accounts while job hunting is essential because employers often check candidates' online presence. Inappropriate content or unprofessional behavior can harm your chances of getting hired, while a positive and well-managed online image can enhance your prospects. Your online reputation matters as much as your resume, so think twice before posting and consider using privacy settings to control who sees your content.

SIEMPRE VIVA LLC

Social Media Tips:

Clean up your social media profiles regularly: Go through your social media accounts and remove any content that might be considered unprofessional, offensive, or inappropriate for the workplace. This includes old posts, photos, and comments that may not align with your current professional image.

Control who can see your posts using privacy settings: Utilize the privacy settings on your social media platforms to control who can view your posts, photos, and personal information. Limiting access to your content ensures that only your intended audience sees the information you share.

Avoid sharing offensive or controversial content: Refrain from posting anything that could be seen as offensive, discriminatory, or controversial. Such content may raise concerns for potential employers and could negatively impact your job prospects.

Stay positive and professional in your interactions: Interact with others on social media in a respectful and professional manner. Avoid engaging in heated arguments or making negative comments about others, as it may reflect poorly on your character.

Google yourself to check your online image: Take a moment to search for your name on search engines like Google to see what information is readily available about you online. This will give you an idea of what potential employers might find when they look you up and help you address any potential concerns or issues.

SIEMPRE VIVA LLC

LinkedIn

Social media CAN be used to help with job prospects - use LinkedIn!

LinkedIn is a powerful platform that lets you showcase your talents, skills, and expertise in your field of interest. It's a great opportunity to build a professional online presence, connect with like-minded individuals and potential employers.

One of the most important aspects of Linkedin is your headshot.

Professional Headshot: *A headshot is a professional photograph that focuses primarily on an individual's face, head, and sometimes shoulders.*

SIEMPRE VIVA LLC

Step-by-Step: Create a LinkedIn Profile

- **Sign up and add a photo**: Go to the LinkedIn website or download the app, sign up using your email, and add a professional profile photo to make a positive first impression.
- **Write a catchy headline and summary:** Craft a short, attention-grabbing headline that reflects your career goals or interests. Write a brief summary that showcases your skills, passions, and what makes you unique.
- **List education and experience:** Add your educational background, including high school, college, or any relevant certifications. Include any work experiences, internships, or volunteer opportunities to showcase your professional journey.
- **Highlight skills and achievements:** Mention specific skills you possess that are relevant to your career path. Showcase any accomplishments or awards you've received to demonstrate your capabilities.
- **Connect with others:** Start building your network by connecting with friends, classmates, teachers, and other professionals you know. Send personalized connection requests with a brief message introducing yourself.
- **Join groups and follow companies**: Join LinkedIn groups related to your interests or industry to stay informed and connect with like-minded individuals. Follow companies you're interested in to receive updates on their activities and job opportunities.
- **Share valuable content:** Engage with others' posts by liking, commenting, or sharing insightful content. Share your own thoughts, articles, or projects related to your field to demonstrate your expertise.
- **Request recommendations:** Ask teachers, mentors, or supervisors to write recommendations for you. These endorsements add credibility to your profile and provide valuable insights to potential employers.
- **Set career preferences:** Use the "Career Interests" section to specify the types of opportunities you're seeking. This helps recruiters and employers find you for relevant job openings.
- **Keep your profile updated:** Regularly update your LinkedIn profile with new experiences, skills, or achievements. Stay active on the platform to build a strong online presence and make meaningful connections that can lead to exciting career opportunities.

SIEMPRE VIVA LLC