

**Training Material for Ukrainian Refugee
Program to Assist them in Securing
Employment.**

**Provided by the Del Mar Solana Beach Rotary
Club**

October 2023

First Name, Last Name, Address, Telephone/Cell Number, E-mail Address

OBJECTIVE:

SKILLS:

WORK EXPERIENCE:

Each job listed should have dates worked, job title, city/state located and a short description of the work you did.

Dates Worked in Years	Job Title	Company Name	Company Location	Description of Job

Use back of sheet for more job listings.

OTHER RELATED WORK EXPERIENCE: (Not listed in work experience)

INTERESTS (hobbies, and other activities) & SKILLS:

VOLUNTEER & COMMUNITY SERVICE:

EDUCATION: (high school, college, job training) List name & location of school & year graduated. Include achievements in school and on the job.

SOFT SKILLS:

LIST OF DESCRIPTIVE WORDS/STATEMENTS

Exercise 2: Please check next to those words/statements that might describe some of your soft skills.

- | | |
|--|---|
| <input type="checkbox"/> Detail-oriented | <input type="checkbox"/> Able to delegate |
| <input type="checkbox"/> Self-motivated | <input type="checkbox"/> Committed |
| <input type="checkbox"/> Adaptable | <input type="checkbox"/> Dependable |
| <input type="checkbox"/> Goal-oriented | <input type="checkbox"/> Empathetic |
| <input type="checkbox"/> Reliable | <input type="checkbox"/> Enthusiastic |
| <input type="checkbox"/> Responsible | <input type="checkbox"/> Flexible |
| <input type="checkbox"/> Creative | <input type="checkbox"/> Great at follow through |
| <input type="checkbox"/> Analytical | <input type="checkbox"/> Honest |
| <input type="checkbox"/> Team player | <input type="checkbox"/> Take initiative |
| <input type="checkbox"/> Independent worker | <input type="checkbox"/> Innovative |
| <input type="checkbox"/> Sound decision maker | <input type="checkbox"/> Good judgment |
| <input type="checkbox"/> Problem solver | <input type="checkbox"/> Natural leadership ability |
| <input type="checkbox"/> Comfortable with public speaking | <input type="checkbox"/> Willing to learn |
| <input type="checkbox"/> Trouble shooter | <input type="checkbox"/> Loyal |
| <input type="checkbox"/> Strategic thinker | <input type="checkbox"/> Able to motivate others |
| <input type="checkbox"/> Great interpersonal skills | <input type="checkbox"/> Organized |
| <input type="checkbox"/> Great time management skills | <input type="checkbox"/> Persuasive |
| <input type="checkbox"/> Excellent organizational skills | <input type="checkbox"/> Strong long term planner |
| <input type="checkbox"/> Great effective listening skills | <input type="checkbox"/> Great presentation skills |
| <input type="checkbox"/> Determined | <input type="checkbox"/> Able to prioritize tasks |
| <input type="checkbox"/> Ethical | <input type="checkbox"/> Productive |
| <input type="checkbox"/> Patient | <input type="checkbox"/> Professional |
| <input type="checkbox"/> Critical thinker | <input type="checkbox"/> Quality focused |
| <input type="checkbox"/> Accurate | <input type="checkbox"/> Maintain quality service |
| <input type="checkbox"/> Achievement driven | <input type="checkbox"/> Maintain quality work |
| <input type="checkbox"/> Action oriented | <input type="checkbox"/> Resourceful |
| <input type="checkbox"/> Professional appearance | <input type="checkbox"/> Responsive |
| <input type="checkbox"/> Approachable | <input type="checkbox"/> Development driven |
| <input type="checkbox"/> Punctual | <input type="checkbox"/> Service oriented |
| <input type="checkbox"/> Excellent verbal communication skills | <input type="checkbox"/> Solution oriented |
| <input type="checkbox"/> Compassionate | <input type="checkbox"/> Versatile |
| <input type="checkbox"/> Competent | <input type="checkbox"/> Curious |
| <input type="checkbox"/> Maintain composure under pressure | <input type="checkbox"/> Act with integrity |
| <input type="checkbox"/> Focused | <input type="checkbox"/> Able to follow complex directions |
| <input type="checkbox"/> Able to maintain concentration | <input type="checkbox"/> Work with a sense of urgency |
| <input type="checkbox"/> Skilled in conflict resolution | <input type="checkbox"/> Demonstrate consistent performance |
| <input type="checkbox"/> Conscientious | <input type="checkbox"/> Accountable |
| <input type="checkbox"/> Cooperative | <input type="checkbox"/> Able to compromise |
| <input type="checkbox"/> Customer focused | <input type="checkbox"/> Able to overcome obstacles |
| | <input type="checkbox"/> Able to identify and meet challenges |
| | <input type="checkbox"/> Considerate |
| | <input type="checkbox"/> Great multi-tasker |
| | <input type="checkbox"/> Positive outlook |
| | <input type="checkbox"/> Culturally sensitive |

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1234 Main Street
San Diego, CA 92145
xtonv408x@gmail.com

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619-577-9300

Objective: Seeking a position where I can assist a business to grow and provide for opportunities for advancement and long term employment.

Soft Skills: Team player, problem solver, ethical, patient, customer focused, Enthusiastic, willing to learn, loyal, productive, and versatile.

Hard Skills: Supervisory and training experience, cook, server in restaurant, driver, cable and dish installer, computer skills, and construction.

Work Experience:

2022-2023: **Warehouse Assistant:** Salvation Army, San Diego, CA:

- Unloaded donated goods and delivered to production departments for processing. Used pallet jack. Loaded trucks for delivery of finished goods.

2017-2022: **Uber Driver:** San Diego, CA:

- Food delivery for Door Dash.

2014-2017: **Cook:** Domo Taco, New York, NY:

- Supervised employees, trained staff and cooked.

2013-2009: **Restaurant Server:** Lillie's Restaurant, New York, NY:

- Provided excellent customer service, took customer food and drink orders, served meals, and prepared drinks for customers.

Interests:

- Fishing, and playing video games.

Education:

- Graduated with Diploma: W.C. Overfelt High School, San Jose, CA.
- Attended Palomar College, San Marcos, CA. Studied Civil Engineering.

40451 Miracle Waters Court
Spring Valley, CA 91977
619-882-1941

Objective: To obtain a position where my professional skills can assist a business to grow and provide me an opportunity to advance.

Skills:

- Detailed oriented, reliable, problem solver, act with integrity, able to overcome obstacles, positive outlook, organized, punctual, and customer and quality focused.
- Welder, work with many types of metals, excellent math skills, reading printed diagrams, good a measuring material, and worked on repairs in apartment buildings.

Work Experience:

2019-2022: **Welder:** Vesta Plant, Stryi, Ukraine:

- Welded gates, stairs, railings, fences, and other metal structures.
- Cut and trimmed metal to specified dimensions.
- Ensured that the welding which was performed met the strength requirements.
- Successfully completed all safety training courses provided by company.
- Ability to read blueprints and make precise measurements of materials.

2005-2018: **Welder:** Martinez Sole, Villarrobledo, Spain:

- Welded parts to large tanks which were used to store wine and olive oil.
- Knowledgeable of welding specifications of many types of metals.
- Position required steady hands and good hand-eye coordination.
- Excellent math skills and attention to details.

2000-2005: **Machine Operator:** Visever, Villarrobledo, Spain:

- Operated Post Nailing machine.
- Maintained highest standards of safety.

Education:

- High School Diploma: Stryi, Ukraine.
- Graduated with Diploma as a Welder and Blacksmith and Installer of Automatic Control Systems: Stryi Vocational Technical College, Stryi, Ukraine.

Sample email to send with resume for prospective job opportunity

John Doe
7455 Otay Mesa Road
San Diego, CA 92154
707-222-3333
jdoe@gmail.com

Date

Address of person sending letter or e-mail to

Jane Smith
The Good Company
35 East 5th Street
Healdsburg, CA 95448

Dear Ms. Smith:

I am applying for the position of _____ . Please find attached my resume, which outlines my work experience and educational background. The following are some of my skills that would be a good fit for the job requirements. These include: _____ .

I would very much like to have the opportunity to interview for the position. The interview would allow you to understand why I am a good fit for this position.

Look forward to hearing from you.

Sincerely,

This Thank You email sample should be sent after you have an interview either in person or via cell phone

John Doe
7455 Otay Mesa Road
San Diego, CA 92154
707-222-3333
jdoe@gmail.com

Date

Address of person sending letter or e-mail to

Jane Smith
The Good Company
35 East 5th Street
Healdsburg, CA 95448

Dear Ms. Smith:

Thank you for taking the time to interview me for the position of _____.
After speaking with you, I believe that I would be a perfect candidate for this position.
In addition to my enthusiasm for performing well, I would bring the necessary skills
needed for the position.

This paragraph to be used to clear up any issues that you feel need to be clarified during the interview. For example, you may want to write the following: I will indicate again that I know the greatest asset a business has is its customers and employees. My customer service skills are outstanding and have had numerous compliments about them.

I am very interested in working for you and look forward to hearing from you once the final decision is made regarding this position. Please feel free to contact me at any time if further information is needed. My cell phone number is _____ and e-mail address is _____.

Thank you again for your time and consideration.

Sincerely,

John Doe

Four Key Interview Questions You Should Prepare to Answer

1. Tell me about yourself.

This question can trip up anyone who isn't prepared. It's a disarming thing to say: tell me about yourself. It suggests that the interviewer is interested in everything about you from what you did that morning to what you think about the latest political controversy. In the context of an interview, this question is not a bid to divulge personal details, so don't treat it like one. Keep in mind that your goal for the interview is to stay positive and show off your professional experience. Practice a short, sweet, and simple answer that provides a snapshot of who you are as a professional and what you can offer the company.

2. What are your strengths, why should we hire you?

If you can't tell an interviewer what your professional strengths are or make the case for them to hire you, don't expect a callback. It's important to remain confident and back that attitude up with a solid explanation of why you'll be an asset to the company. Write down all your positive attributes including whether you're pleasant to work with or you're a Python guru. Then, look at the job posting and compare each desired trait to what you wrote down. Focus on the elements that match and craft your response.

3. What is your greatest weakness and how did you overcome it?

Some say you should answer this question by talking about a weakness that's really a strength, but that isn't always the best strategy. Hiring managers aren't easily fooled by lines like, "I'm a perfectionist," or, "I'm too critical of my work." These types of responses are generic and offer no real insight into you as a professional. One of the best ways to answer this question is by talking about a legitimate weakness, one that doesn't appear to impair your ability to do the job, and then talk about how you overcame it. Learning a skill that you didn't have early in your career, for example, addresses a genuine issue and shows off how you handled it.

4. How did you hear about our company? What do you know about us? Why do you want to work here?

This question is a no brainer to answer. Type the company's name into your search engine of choice and start digging. Answering this question with a generic response will seriously hurt your chances. Discover what the company stands for, their history, and most importantly, their products. Better yet, research the company's place in their industry. Are they a major player, how do they stack up to the competition, and what are some of their accomplishments? Keep in mind recent news involving the company if you can.

Questions to Ask at the Interview

1. Can you tell me more about the day-to-day responsibilities of this job?

This is your chance to learn as much as possible about the role so you can decide whether this is a job you really want. By learning more about the day-to-day tasks, you will also gain more insight into what specific skills and strengths are needed and you can address any topics that haven't already been covered.

2. What do you think are the most important qualities for someone to excel in this role?

This question can often lead to valuable information that's not in the job description. It can help you learn about the company culture and expectations so you can show that you are a good fit.

3. What are your expectations for this role during the first 30 days, 60 days, year?

Find out what your employer's expectations are for the person in this position.

4. Describe the culture of the company.

Are you a good fit for this organization? Make sure you are comfortable with the culture and the dynamic of the company.

5. Where do you think the company is headed in the next 5 years?

If you plan to be in this role for several years, make sure the company is growing so you can grow with the company.

6. Who do you consider your top competitor, and why?

You should already have an idea of the company's major competitors, but it can be useful to ask your interviewer for their thoughts. Naturally, they will be able to give your insight you can't find anywhere else.

7. What are the biggest opportunities facing the company/department right now?

This question shows your drive to seize opportunity and may help you learn more about where the company will be focusing over the next several months.

8. What are the biggest challenges facing the company/department right now?

8. On the flip side, you may want to ask about challenges. This question can help you uncover trends and issues in the industry and perhaps identify areas where your skills could save the day.

9. What do you like best about working for this company?

Ask about your interviewer's personal experience for additional insight into the company's culture.

10. What is the typical career path for someone in this role?

This question can help you learn whether the company promotes from within, and how career advancement works within the organization. By asking the question, you show your interest in growing with the organization — just be careful not to phrase it in a way that sounds too self-serving (i.e. When can I expect a raise and a promotion?).

11. How do I compare with the other candidates you've interviewed for this role?

This is a slightly risky choice. You don't want to put the interviewer in an awkward position. However, if things are going well and you've built a strong rapport, this question can help you see if there are any concerns or issues that you could address to show why you're the best person for the job.

12. What are the next steps in the interview process?

This question shows that you are eager to move forward in the process. It will also help you gain important information about the timeline for hiring so that you can follow up appropriately.

Remember: Don't ask about salary or benefits just yet. Wait until you are in the final steps of the interview process to negotiate with the hiring manager or an HR representative.

Job Websites to use to Find Job Openings in the San Diego Area

1. www.craigslist.org
2. www.indeed.com
3. www.ziprecruiter.com
4. www.caljobs.ca.gov
5. www.regionalhelpwanted.com
6. www.snagajob.com
7. californiajobdepartment.com
8. www.everyjobforme.com
9. www.apply-4-jobs.com
10. www.findtherightjob.com
11. www.get-me-jobs.com
12. www.jobfinder.com
13. www.candidatepoint.com
14. simplyhired.com
15. www.glassdor.com
16. www.jobdiagnosis.com
17. www.ziprecruiters.com
18. www.usajobs.gov
19. www.beyondsandiego.com
20. www.governmentjobs.com/careers/sandiego
21. www.monster.com

Temporary Agencies to Contact

1. www.royalstaffing.net
2. www.appleone.com
3. www.laborfinders.com/locations/ca/san-diego-metro/37-54/
4. www.randstadusa.com/locations/san-diego
5. www.volt.com
6. www.sandiegoquickstaffing.com
7. www.sandiegoquickstaffing.com/