

Young Professional Women's Roundtable

March 24, 2021



cwclubwestfield.org

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Furthering the Higher Education of Women Since 1917

Panelist Introductions



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Who you are: when you graduated HS and College

Where you work and how you got your job

Where you are currently living

How you got your job and would you do anything differently?

Fun Fact

Research Tips



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<p>Do your research</p>	<ul style="list-style-type: none">● Think about Companies you admire● Check industry/trade publications● Read their mission statement● Understand lots of different companies
<p>Understand the Job and your skills required</p>	<ul style="list-style-type: none">● Think about jobs and tasks that you know you can do well● Find a job you can get: 100 applications, 5 hr calls, 1 interview with the hiring leader● Don't count yourself out before you apply; it may not be the right role and you can be passed over to a new role at the same company● Start from the bottom; Take any job you can get and do it to your 110%● Be a Team Player
<p>The Company you Keep</p>	<ul style="list-style-type: none">● Job description: how to understand what they are?● Try multiple roles and companies v. Stay at the same company● EQ vs. IQ: Your employer wants to know how you get along and interact with others, speak confidently and present yourself

Networking: The word “work” is in there for a reason!



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Join networks both socially and professionally

Speaker series / wine tasting / other opportunities

Your school's Career Development Center IS a resource: tap into alumni -- they are willing to help!

Cover Letters, Using LinkedIn, Other social media platforms



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Portfolio: as simple as a personal website that is a link to a google doc resume

LinkedIn profile

Beware of TYPOs

Create an elevator pitch



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If you don't recognize good things about yourself, you can't use them to your advantage. Make yourself interesting even if you don't have very tenured work experience. Elaborate on classes or projects.

When I decided to become an English Major I got a summer job as an intern at a local newspaper. After I graduated college I worked at a couple of minor publications in their circulation department. Then I got a job in a publishing house in their PR department promoting books.

I have always loved creating, communicating and selling. During my freshman year in College, I decided to become an English Major. Everyone asked me if I was going to become the next great American Author because at the end of my junior year, I wrote and published a short story in a top creative writing periodical. Actually, I saw the English Major as a stepping stone to get into publishing and PR. I honed my writing skills working in local newspapers. And I honed my selling skills when I worked in circulation at a local media conglomerate. I just landed my dream job at a Publishing House working in their PR department. I work with exciting content, making the world a better place, one word at a time.

Interview Tips

Come with a question

Always ask about next steps

Feel ok about approaching your extended network (parents/friends)

Research your interviewer -- what school, from what town, sorority/fraternity,
importance of LinkedIn



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Job Hunting Do's and Don'ts



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Do's	Don'ts
<ul style="list-style-type: none">● Dress for the role or interview● Write a Thank you note● Come with questions● Do your research● Follow the hiring etiquette● Speak with someone currently in the role/team (if possible)● End with asking about the next steps● Practice answering questions that you think you will be asked● Reach out to your or people around you existing network both in person	<ul style="list-style-type: none">● Have typos in resume, cover letter, emails, website, portfolio● Be late● Tech issues (if possible)● Noisy background● Don't take it personally if you don't get something

Next Steps for this Group

Share your resume with someone on the call

Share your takeaways with others

Encourage others to join our next conversation

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