

Right Job

Directions –

- Create a new presentation using any of the design templates.
- First slide - change the subtitle font to size 24.
- Check the spelling, change any errors.
- Add slide transitions and custom animation.
- Choose the slide layout to add a piece of clip art on the right hand side of slide 3.
- Switch slides 2 and 4.
- Save as - right job

Title Slide – Tips for Finding the Right Job

Your Name

Today's Date

Slide 3 - Resume Design

- Objectives
- Qualifications
- Education
- Employment history
- References

Slide 2 - Interview Preparation

- Research the company
 - Internet
 - Placement office
 - Company employees
- Rehearse answers to likely questions
- Prepare questions to ask prospective employers

Slide 4 - Where to Start?

- Internet
- Publications
 - Newspapers
 - Trade publications
- Employment agencies
- Search firms

Slide 5 – The End

Questions?

Concerns?

Miscellaneous?

