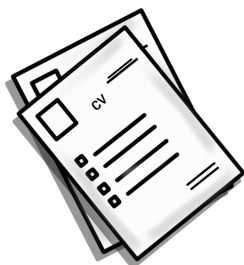# RCBC WORKFORCE DEVELOPMENT INSTITUTE

With summer here and seasonal jobs opening up, now is an excellent time to improve your career readiness skills!

Staying On Top of the Job Search

While you may not meet face-to-face with employers these days, you still need to put your best foot forward (even if you are wearing pajama pants). Here are three helpful tips to set yourself up for success!

1. **Ask a friend:** Nowadays it's about **who you know**, then what you know. Try asking your LinkedIn network if they know of any job openings in their respective companies.

2. **Stay ready:** Even if you are currently employed, it is important to regularly update your resume and cover letter. The job of your dreams could be right around the corner, and being prepared can help you position yourself as a prime candidate.

3. **Digital prep:** If your interview is digital, find out all the information beforehand. Learn the ins and outs of the specific platform (i.e. Zoom, Webex, etc.) prior to the interview and record yourself answering some questions. Watching your answers back can be a helpful way of reviewing which questions you need to spend more time practicing.

For more tips like these, reach out to Dominique Parker at dparker@rcbc.edu

Spotlighting In-Demand Soft Skills

Work on strengthening your career development this year by improving your soft skills! Judey Napoli, Administrative Division Manager of the Emerson Group, is here to highlight which soft skills are in-demand this year.

June's Skill: **Teamwork**
"Teamwork, are you a team player? Did you play on a sports team, or were you part of a drama club? Do you remember what that felt like? You needed to work as a team to be successful in that win or to get a standing ovation at the end of the show! The importance of teamwork will remain throughout your career life!"

"Alone we can do so little; together we can do so much." – Helen Keller

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