

## Career Concepts

All residents at Breakthrough Recovery Outreach are expected to be productive during the day time hours of the business week (Mon-Fri). Residents need to be engaged in some type of work, academic studies, or volunteer services. We understand that many residents come to the recovery program unemployed needing assistance, and the staff at Breakthrough Recovery Outreach is here to help and encourage you to get back on your feet and be a productive member of society.

Recovery always comes first and your job cannot interfere with your sobriety. Residents are not to work in an environment where alcohol or drugs are present what so ever. You must attend the evening groups and community meetings while at Breakthrough Recovery Outreach, therefore working at night is not an option unless approved by the facility coordinator.



### Career Choice Factors ~ Getting Started

- Make a list of your work experience and skills:
- What are your interests and hobbies?
- What type of work environment are you seeking?
- How many hours would you like to work a week and what is your ideal work week schedule? - *When answering this question, please remember that all residents must adhere to curfews and attend groups; work cannot interfere with your recovery program.*



## Resume Writing Tips

- Start with an attractive, easy to read layout.
- Justify the text instead of using left align.
- Choose a common font throughout. Do not change the font style back and forth. If you need to emphasis a certain point, just bold or italicize the word or phrase and keep the same font style.
- Do not use the word "I" in your résumé; start each sentence with a powerful verb. For example:
  - Organized records and files for Executive Director.
  - Implemented production bonus incentives for all divisions.
- Write a proper cover letter for each position you apply to. Do not ever send out a résumé without a cover letter. This is basic business etiquette.
- Print your résumé and read it word-for-word. You man use the grammar and spell check function, but don't rely on it.
- When you have a degree, list only the year that you obtained your degree.
- Deactivate all e-mail links and Web addresses in your résumé and cover letter.
- Adhere to punctuation and capitalization rules.
- Be consistent, don't list one date as 1/2004 and then list another date as 9/22/2004.

# Resume Example

[Your Name]

[Street Address, City, ST ZIP Code] [phone] [e-mail]

## Objective

[Describe your career goal or ideal job.]

## Experience

[Job Title]

[Dates of employment] [Company Name], [City, ST]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Job Title]

[Dates of employment] [Company Name], [City, ST]

- [Job responsibility/achievement]
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[Job Title]

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[Job Title]

[Dates of employment] [Company Name], [City, ST]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

## Education

[School Name], [City, ST]

[Dates of attendance]

- [Degree obtained]
- [Special award/accomplishment or degree minor]

## Interests

[Briefly list interests that may pertain to the type of job you want.]

## References

References are available on request.

## The Interview



### **Preparation for the Interview**

Practice questions that you might be asked and think about possible responses. Don't memorize your answers, but be prepared to respond to the interviewer's questions by describing past experiences that will help give the interviewer a better idea of your qualifications. Think of specific examples that help illustrate your qualifications and strengths. I have provided a list of sample interview questions on the next page.

### **Mock Interview**

If you would like to practice your interviewing skills, please schedule an appointment to meet with the Career Counselor at the office. The Career Counselor will take the role of the interviewer and will try to make the interview as realistic as possible by asking questions that are typical of those that might be asked for the type of position you are seeking. At some point during the interview you will have the opportunity to ask questions that you would ask in an actual interview. (The mock interview takes about twenty minutes)

### **Follow up calls - How You Follow Up Matters!**

Hiring managers typically appreciate the expression of enthusiasm and confidence if an applicant calls to follow up. A good rule of thumb is to wait 5 business days before calling a possible employer to follow up.

DO NOT just call and say "I haven't heard anything". Know what you are going to say before you call. A simple script comes in handy, but be sure to practice your words until they sound unscripted before you pick up the phone.

Example: This is \_\_\_\_\_ calling. A few days ago I applied for the \_\_\_\_\_ position in your company's \_\_\_\_\_ department/division. I'm calling to make sure you received my resume and to reiterate my interest in the position.

Important: Do not call repeatedly; one follow up call is enough. No one likes a stalker!

Employers who include "no phone calls, please" in their job listings do so for a reason; do not call to follow up, you can perhaps send a short e-mail instead.

### **Thank you letter**

Writing a thank you letter, or thank you email, after an employment interview is a must! In fact, some employers think less of those interviewees who fail to follow-up promptly with a thank you note. Plan to send out your thank you letters as soon as possible (preferably within twenty-four hours) after your interview.

# Questions Asked by Employers

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## **Personal**

1. Tell me about yourself.
2. What are your hobbies?
3. Why did you choose to interview with our organization?
4. Describe your ideal job.
5. What can you offer us?
6. What do you consider to be your greatest strengths?
7. Can you name some weaknesses?
8. Define success. Failure.
9. Have you ever had any failures? What did you learn from them?
10. Of which three accomplishments are you most proud?
11. Who are your role models? Why?
12. How does your college education or work experience relate to this job?
13. What motivates you most in a job?
14. Have you ever had difficulty getting along with a former professor/ supervisor/ co-worker and how did you handle it?
15. Have you ever spoken before a group of people? How large?
16. Why should we hire you rather than another candidate?
17. What do you know about our organization (products or services)?
18. Where do you want to be in five years? Ten years?
19. Do you plan to return to school for further education?

## **Education**

20. Why did you choose your major?
21. Why did you choose to attend your college or university?
22. Do you think you received a good education? In what ways?
23. In which campus activities did you participate?
24. Which classes in your major did you like the best? Least? Why?
25. Which elective classes did you like best? Least? Why?
26. If you were to start over, what would you change about your education?
27. Do your grades accurately reflect your ability? Why or why not?
28. Were you financially responsible for any portion of your college education?

29. What job-related skills have you developed?

## **Experience**

30. Did you work while going to school?
31. What did you learn from these work experiences?
32. What did you enjoy most about your last employment? Least?
33. Have you ever quit a job? Why?
34. Give an example of a situation in which you provided a solution to an employer.
35. Give an example of a time in which you worked under deadline pressure.
36. Have you ever done any volunteer work? What kind?
37. How do you think a former supervisor would describe your work?

## **Career Goals**

38. Do you prefer to work under supervision or on your own?
39. What kind of boss do you prefer?
40. Would you be successful working with a team?
41. Do you prefer large or small organizations? Why?
42. What other types of positions are you considering?
43. How do you feel about working in a structured environment?
44. Are you able to work on several assignments at once?
45. How do you feel about working overtime?
46. How do you feel about travel?
47. How do you feel about the possibility of relocating?
48. Are you willing to work flextime?

## **GED Information**

### **Who is eligible to take the GED tests?**

The GED tests can be administered only to persons who:

- have not graduated from an accredited high school or received a high school equivalency certificate or diploma
- are not currently enrolled in a regular high school
- are at least 16 years of age

### **How do I apply to take THE GED tests?**

You may complete an official application form, as prescribed by the Georgia Department of Technical and Adult Education Office of Adult Literacy at your local GED Testing Center.

Residency: You do not need to be a resident of Georgia to be eligible to take the GED tests. You must, however, be a resident of Georgia to receive the \$500 HOPE voucher.

Identification: When you take the GED tests, official photo identification is required for admission.

### **GED Testing Center**

Please call the number below for more information on GED testing enrollment. The closest testing center location from Breakthrough Recovery Outreach is:

Ms. LaTanya Travis  
DeKalb Technical College  
Adult Education Center  
1085 Montreal Road  
Clarkston, GA 30021-1360  
(404) 297-9522

### **Colleges and Technical Schools near Breakthrough Recovery Outreach**

Westwood College  
Atlanta Northlake Campus  
2309 Parklake Drive  
Atlanta, GA 30345  
(404) 962-2999

Georgia Perimeter College  
Clarkston Campus  
555 North Indian Creek Drive  
Clarkston, GA 30021-2361  
(678)891-3200

Dekalb Tech – Clarkston Campus  
495 North Indian Creek Drive  
Clarkston, Georgia 30021  
(404) 297-9522

Le Cordon Bleu  
College of Culinary Arts - Atlanta  
1927 Lakeside Parkway  
Tucker, GA 30084  
(678) 369-0764