

Career & Residency Fair Readiness Tool Kit

Personal Mission/Vision Statement Guidance:

Questions to answer when developing a personal Mission Statement:

1. What do I do?
2. Who I do it for?
3. How do I do it?
4. Why do I do it?

Mission Statement should convey:

5. What is my purpose in life?
6. What are my values?

Question to answer when developing a personal Vision Statement

1. How you envision yourself 5-10 years in the future

Career Preparedness YouTube Videos

- How to Know Your Life Purpose in Five Minutes
[\[http://youtu.be/vVsXO9brK7M\]](http://youtu.be/vVsXO9brK7M)
- How to Prepare a Self-Introduction (Elevator Pitch)
<https://youtu.be/IxunO4S96F4>
- How to Craft Your Three Minute Elevator Speech <https://youtu.be/KMFFZ0j41>
 - Three Elements for a Perfect Elevator Pitch:
<https://youtu.be/gIrgMC0o2UI>
- Six Elevator Pitches for the 21st Century: <http://youtu.be/XvxtC60V6kc>

Job Interview Tips

- The Top 5 Job Interview Tips You NEED to Pay Attention To:
<http://youtu.be/qSylCmes5dw>
- 25 Most Common Job Interview Questions and How to Answer Them:
<http://youtu.be/Aw1ekqxULTs>

Evaluating and Expanding Online Presence

Review, evaluate, sanitize and expand online presence

- Consistent professional headshot on all profiles
- Consistent information dates/etc. on all profiles

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- Limit/eliminate family photos
 - Eliminate “social” photos.
 - Only upload photos of you performing professional or worthwhile charity/volunteer efforts.
 - All posts shall be positive and affirming and industry/issue specific (Post as if the CEO at the firm which holds your dream job) is stalking your FB or LinkedIn profile... daily)
 - Only invite professional colleagues as friends/connections on your professional profiles.
 - If you have “alternate” FB/Instagram/Flickr, etc. pages – assure a different email address is used than your professional profile(s). If the same email address is used, a savvy snooper can connect the dots between your “professional” and “alternative profiles.
- Should employers be able to use what you say against you? [YouTube]
 - Google: “**Fired for online post**” – Review entries. Whether they should or shouldn’t.. whether it is legal or not.. the truth of the matter is what you say online matters and can greatly impact your professional life, and even cost you a job/residency.
 - https://www.youtube.com/watch?v=DIKnS_q3L_Q