

MC READY MAY 4, 2018

DIG DEEP GO PRO



MC ***READY***

Going **PRO**

michiganconstruction.com/goingpro



MAY THE
FOURTH
BE WITH YOU

TODAY'S AGENDA

1) THINGS IN PLAY



THINGS IN PLAY

USE THE FORCE

TEAM 1

TRANSITION TO LCC

- Work Boots
- Be On-Time!
- Be READY

DETAILS

- 5-weeks (June 8th – Last Day of Class)
- LCC West Campus
- Room #U241
- Monday, Wednesday, Friday
- 10AM-2:30PM
- 30-minute on campus lunch

THINGS IN PLAY

STAY ON TARGET



TEAM 2

- Monday – Employability READY
- Wednesday – Bench Run
 - 10:00AM GMCA



PERSONAL COMMUNICATION

 Texting

 E-calendar Invites

 Go/No-Go

TODAY'S AGENDA

I GOTTA BAD FEELING ABOUT THIS

1) THINGS IN PLAY

2) LUNCH: _____

3) TELL YOUR STORY

4) INSTANT CHALLENGE (?)

5) EMPLOYABILITY WORKSHOP

1) Resumes

2) Applications



MC READY LEVEL 1 TOPICS

1) ~~ATTIRE~~

2) ~~EATING HABITS~~

3) ~~NUTRITION~~

4) *PERSONAL
COMMUNICATION*

5) *PERSONAL ORGANIZATION*

6) *TRUST BUILDING*

7) ~~PHYSICAL FITNESS~~

8) ~~FINANCIAL LITERACY~~

9) RESPONSIBLE DRIVING

10) FAFSA*

11) EMPLOYMENT READINESS

12) DIGITAL LITERACY

13) CONSTRUCTION HAND TOOLS?

14) FUNDAMENTAL CONSTRUCTION
MATH?

15) 5 S'S OF LEAN CONSTRUCTION

16) CONSTRUCTION MANAGEMENT
BASICS

17) OSHA 10-HOUR & ~~CPR/FIRST AID~~

18) WASTE DISPOSAL/RECYCLING

19) ~~MICHIGAN LAWS & REGULATIONS~~





WHAT'S
YOUR
STORY?

RESUMES

TELL YOUR STORY



Resumes

- Traditional – Chronological
- Modern – Stylized, Easy-to-Read
- Curriculum Vitae (CV)



Formatting







- Within the resume
- Spelling, grammar
- Style



Resume Components

1. Objective – One sentence statement
2. Qualifications – Match job posting
3. Work Experience – Paid & Volunteer
4. Education & Training

APPLICATIONS

-  Have information READY
-  Complete/Respond to ALL fields
-  Write legibly
-  Make time for online applications
-  Track email & phone
-  If posted “Not accepting applications” ask to leave a resume & cover letter

COVER LETTER

Your are ready!

Refer to job posting.

Find a part of your story to 'highlight'

One-page

Match/compliment resume format

Ask/assert for the position.

Thank them.

Refer to future discussion...



FINAL NOTES

MAY THE FORCE BE WITH YOU



Pay Checks



Monday

- Team 1 – LCC
- Team 2 – Employment READY





MICHIGAN
CONSTRUCTION

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