

Future Boss Lady Packet

*Get Hired*

## Introduction

Hello! Thank you so much for downloading The Get Hired Packet by Future Boss Lady! I designed this guide to help you be successful in landing your dream job, and making yourself the most organized, prepared, and presentable candidate for the position. With interactive worksheets and attractive design so you can make them your own and revisit them for each and every application and interview. Future Boss Lady is all about building the foundation for your future, and the first job is a very important building block.

### This packet is for you if:

- ▶ You're creating or updating your resume
- ▶ You're writing a cover letter
- ▶ You're applying for your dream job
- ▶ You're applying for a part-time, weekend, or after school job
- ▶ You're preparing for an in-person interview
- ▶ You're preparing for a phone or video interview

### What you can expect:

▶ **Resume and Cover Letter:** This is the introduction section to creating a resume and writing a cover letter. This is all content-based with some tips for success to look over before you get started.

▶ **Your Resume:** Here is where we will zero in on the resume creation and how to make sure it's relevant, thorough, and appealing for your hiring manager. This section is also accompanied by the Resume Outline where you will get to map out all of the information you need, and outline your special skills.

◦ **Resume Outline:** An interactive worksheet that you can copy and use over and over when creating and updating your resume.

▶ **Your Cover Letter:** Here is where you will learn about the cover letter creation and how to really let your personality and skills shine for your hiring manager. This is when you let them know who you are, so this part is very important for the hiring process.

◦ **Cover Letter Guide:** An interactive worksheet that you can copy and use over and over to organize your ideas and skills for your cover letter. Remember, you want to make it short, and very sweet.

▶ **Interview Outfits:** Here is where we will talk about the art of interview outfits and what is the best thing to wear in order to make a stellar first impression.

▶ **Interview:** Here is where you will learn in-person interview tips and tricks to ensure that you'll knock their socks off and get that job!

▶ **Phone and Video Interviews:** With the rise of technology there are more and more interviews being conducted via phone or video. This section is dedicated to preparing for these and making sure you can still make an impact even through a device.

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## Résumé & Cover Letter

Résumés and cover letters create the first impression between you and a new job. They also give you a chance to really see your credentials and how you look on paper. It's not the time to be modest, but it's also not the time to overshare. It's a delicate balance. You're attempting to tell a stranger exactly who you are and what you're worth to them, yet these people have very little time and patience. The main key is to keep it short and very sweet. Let your résumé be for facts and credentials, and use your cover letter to show personality.

### Tips for Success

- **Address the company in your cover letter.** Avoid "To whom it may concern". Either get a name, or address the company.
- **Proofread.** Read through it yourself twice, read it aloud, and have someone else read it. Make sure it sounds smooth and portrays what you want it to say.
- **Edit.** There are many programs out there for grammar and spelling. Use the spell check feature on your document, run it through a program like Grammarly, then read it from the bottom-up to look for typos and spelling errors.
- **Don't use big words to sound intelligent.** Using big words doesn't make you look smarter, and nobody cares about how smart you are if they can't understand what you're saying. Your résumé and cover letter need to be clear and easy to understand.
- **Use your voice.** Don't completely change the words you commonly use, it won't seem natural. Obviously avoid slang and write professionally, but your work should still reflect your personality. This will also help you stand out because it will give your text a personal touch; as opposed to the hundreds of other overly professional competitors.
- **Watch punctuation.** Avoid run-on sentences, exclamation points, and lack of commas. Indent, use capitals at the beginning of sentences and in titles. In other words, your letter should pass with an English professor.
- **Use a readable font that's not too flashy.** This is not the time to be cute or cheeky. Use professional, easy to read fonts, and a size 12 (or smaller) type size with bold, or a slightly larger size, for headings and titles.
- **Avoid all caps and boldface too often.** Save this for titles and very important information. You don't want to be shouting at them through the page, and you also don't want to seem ignorant by making something appear to be more valuable than it is.
- **Print on card stock.** Your interviewer will notice, it will make you appear professional, and that you care. Little details like this tend to give you a leg up, or at least makes you look like you're on your game.
- **Always bring a copy.** Even if you email it ahead of time, always bring them a fresh copy just in case.
- **Organize your résumé in bullet points.** Allow your interviewer to scan and be able to pick up the important information without having to search for it.
- **Use key words.** A lot of the process is computer generated now, so use words that they are looking for. i.e. Bachelor's degree, university, MBA, sales experience, etc. I also recommend using direct words from the job posting (but don't copy it verbatim).
- **Your résumé and cover letter should be one page each.** They will barely take the time to read the one page, make it short, sweet, and convenient.
- **Avoid putting your photo on your résumé.** People are prejudice, sometimes without even knowing it. They may judge how old you look, the quality of the photo, your hair color, or your makeup this can pull their focus from the actual information. Your desired position will also probably have nothing to do with the way you look.

Résumés and cover letters can feel daunting at first, but if you truly are the best person for the job, then simply being you, and presenting yourself in a professional way will be enough. Go for it! #FBL

## your Résumé

Creating a résumé isn't just the first step in your job search journey. When you create your résumé, you're putting all of your accomplishments on paper, and laying them out, not only for future employers, but for yourself. Your résumé should be professional, clean, and represents who you are, and what you are trying to accomplish in your field. There are many professionals that have an idea of what the "perfect résumé" is, and tons of different ways to format, design, and create one. My tips for success are simply meant to help you get started. If there are other ways that work better for you, or a format that a professor or employer prefers, I absolutely recommend you do that. You also want to constantly update your résumé to represent your most recent and relevant accomplishments. Have it ready to use at any given time; you never know when an opportunity will arise.

### Tips for Success

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#### Step 1: Name and Profile

Your name is the most important part of the résumé, so make sure that it's the largest text on the page and towards the top of the paper. Following that should be your profile or personal biography. This is your time to write 3-5 sentences about who you are and what you value. Think of it as a personal mission statement. Keep it simple and remain professional, but this is the time for your future employer to get to know you a little bit.

**Example:**

*"As a woman, student, employee, and aspiring writer and designer, I value what it means to remain classic. I believe in innovation and creativity of which, I aspire to produce with the foundation of core values. I believe in hard work resulting in beautiful accomplishments, exhibiting honesty and positivity in life, and in my work, and I believe in striving towards results that are greater than the tangible outcome. I am attracted to the contrast between modernism and traditionalism and I love to marry the two in all aspects of my life. I am passionate about my work, whatever it may be, and I strive to perform with grace and style."*

(This is a little "fluffy", keep in mind that I was applying to companies in the bridal industry. Speak to your audience.)

#### Boss Lady Guidelines

▶ **Avoid political and religious references**

You don't want human biases getting in the way of your future job or career.

▶ **Don't lie**

This is your chance for them to learn a little about you. Why would you ever lie about who you are?

▶ **Avoid sounding pretentious**

Be honest and don't try to sound more intellectual, or more interesting than you are. They will see right through it, and it will hurt you. If you're the right fit for the job, your credentials should be interesting enough.

#### Step 2: Contact Information

Your contact information should be in the top third of your résumé. You want it to be extremely easy for them to be able to find, and contact you for an interview. Keep in mind that your future employer is looking through hundreds of résumés. If it's even remotely hard to find your contact information, they're more likely to just pass over you.

- ▶ **Phone number**
- ▶ **Email address**
- ▶ **City/state/zip code**
- ▶ **Social media handles**

### Step 3: Education and Experiences

Your résumé is your time to shine and to brag about yourself. Use all of that money, time, and effort you spent on school, and write it down: that award you got for having good grades, that time you spent interning and not getting paid, volunteer work -- anything that makes you look good. The more experience and skills that you accumulate, the better it looks on your résumé. However, make sure that you're including information that will help your future employer understand how it's relevant to them. I don't necessarily recommend incorporating fast food jobs or summer camp counselor experiences, unless they correlate to a skill set that you obtained. Make sure your résumé is a reflection of your education, best skills, and professionalism.

For education, put your scholastic achievements in order from most recent, and most impressive, to least. Put your degree or certificate (spelled out), area of study, school name, and the year you graduated. You can do this in whatever order you want, just make sure that all of the information is there.

### Step 4: Skills

This is when you talk about more tangible skills like software that you're familiar with. Many jobs in the millennial age are going to require you to be familiar with a computer and specific programs, so include everything you know, even if you just use them for recreational reasons. This is also the chance to list different languages you speak, and the specific skills the company is asking for. This is NOT the time to put things like, "hard worker" or "punctual".

### Step 5: References (if you have the room)

Include three to five people from your past jobs or experiences that you trust to say good things about you. The higher authority the better; however if the manager of a company is going to give a more detailed and personal review than the owner, use them instead. Refrain from using friends or family.

- ▶ Name
- ▶ Company
- ▶ Their relationship to you
- ▶ Desired phone number
- ▶ Desired email address

*Try not to use their personal information. Use a professional email or number if they have one.*

▶ **If you don't have room for references, you can always attach a separate page along with letters of recommendation.**

On the next page there will be an interactive worksheet to help you get started, and write out all of the details you need for your résumé. I recommend taking this information, and designing a layout that works best for you, and in a PDF format so you can easily send it. #FBL

# Résumé *Outline*

When you're writing a résumé you're listing out every single thing that makes you valuable to that particular company. You're talking yourself up, showing yourself in the best possible light, and really letting that person know how incredible you are. Sometimes it can be difficult to know where to start, so I have provided a worksheet where you can fill in information that you would likely use on a professional résumé.

Treat it as a brainstorming session and then use this information when you go to design one of your own.

## Name



**Personal Bio:** *What is your elevator pitch? In this section describe what you're about, what you believe in, and what your professional intentions are.*



## Contact Information:



*Provide the best way to contact you via phone.*



*Provide the best way to contact you via email.*



*Provide the best way to find you/your page on Facebook, LinkedIn, or other social media.*



*Provide your desired Instagram handle. \*Make sure it's clean\**



**Work Experience:** *Write down any and all relevant work experience, and the details associated with them. i.e. dates, skills required, what you learned*



## What are five requirements of the job that you're applying to?

1.



2.



3.

4.

5.

**Education:** *Write down relevant education/certifications, and the details associated with them. i.e. dates, degrees, and certification details*



**Skills:** *List some professional, relevant, and measurable skills that make you unique.*



## Three words that you would use to describe yourself professionally:

1.



2.



3.



**References:** *Who are some people that you've met professionally that you can count on for a positive reference/review? Include their professional contact information.*



## *Your Cover Letter*

Your cover letter is where you get to be a bit more personal and can reveal more about yourself. It's the opportunity to tell your future employer why you want the job/position and why you're the best candidate. Expand upon your experiences, future goals, and personal skills. This is where you can say how hard of a worker you are, and how you're never late. Just try not to be over dramatic or nauseate the reader. You get one page with a maximum of five graphs to get the reader to notice you, so make sure that your message is clear, concise, and to the point.

Employers want to know how you can bring value to them, and how you are going to make their company better -- so tell them. Give them direct examples and proof of why you're the best fit for the job. Actions will always speak louder than words.

There's also a good chance that the reader is going to barely skim over and look for key words; so while it should be in a five-paragraph format, you can add in bullet points, headings, and bold type. Make sure that your most important skills are clear for the reader to see.

## *Tips for Success*

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### **Graph 1: Your intro**

▶ **How you identify yourself.** Are you a student wanting an internship? Are you a worthy candidate looking to obtain a high-powered position? What's your specialty? This is your elevator pitch where you state what you're about. Give the reader a reason to remember you.

▶ **Why you're writing.** Why do you want this job?

▶ **Details of your intentions.** Why should they hire you of all people? What does your career path look like, and how will this position help you get there? What can you bring to the company and add value to them?

### **Graph 2-3: Education/ Experience**

▶ **What you learned in school or in your past experiences.** How is this relevant and how is it going to affect you and this new job? Explain to the reader why your experience is going to add value to them.

### **Graph 4: Future Endeavors**

▶ **Your 5, 10, 15 year goals.** How this job/position will pertain to these goals.

▶ **Your plans for the company.**

### **Graph 5: Conclusion**

▶ **Reiterate what position you're applying for.**

▶ **Have a single sentence summary of why you're the best for the job.**

▶ **Thank them for their time.**

▶ **Sign off.**

On the next page there will be an interactive worksheet to help you lay out and brainstorm your cover letter. I recommend taking this information, and then treat it like a five-paragraph essay about yourself. Be sure to tailor it towards the job and company you're applying to, and that you use the same wording they do regarding the position and job requirements. This is your time to shine. Let these people know how incredible you are! #FBL

# The Cover Letter *Guide*

<p>Date:</p> <p>Company:</p> <p>Job:</p> <p>Whom you're addressing:</p>	<p><i>The Checklist</i></p> <ul style="list-style-type: none"> <li>● Letter is one page <input type="checkbox"/></li> <li>● You added key words from job posting <input type="checkbox"/></li> <li>● You proofread and edited letter <input type="checkbox"/></li> </ul>
<p>What is the position that you're applying for?</p> <p style="padding-left: 40px;">▶</p>  <p>What are some key words from the job posting?</p> <p style="padding-left: 40px;">▶</p> <p style="padding-left: 40px;">▶</p> <p style="padding-left: 40px;">▶</p>	<p>Why do you want the job?</p> <p style="padding-left: 40px;">▶</p>  <p style="padding-left: 40px;">▶</p>  <p style="padding-left: 40px;">▶</p>
<p>● Heading ▶ Subheading ○ Bullet Points</p>	<p>Why should they hire you? How can you add value to them?</p> <p style="padding-left: 40px;">▶</p>  <p style="padding-left: 40px;">▶</p>  <p style="padding-left: 40px;">▶</p>  <p style="padding-left: 40px;">▶</p>  <p>What makes you different from everyone else? What are your specific skills?</p> <p style="padding-left: 40px;">▶</p>  <p style="padding-left: 40px;">▶</p>  <p style="padding-left: 40px;">▶</p>
<p><b>Main Points:</b> <i>What are the topics of your body paragraphs?</i></p> <ul style="list-style-type: none"> <li>●             <ul style="list-style-type: none"> <li>▶                 <ul style="list-style-type: none"> <li>○</li> <li>○</li> <li>○</li> <li>○</li> </ul> </li> </ul> </li> <li>●             <ul style="list-style-type: none"> <li>▶                 <ul style="list-style-type: none"> <li>○</li> <li>○</li> <li>○</li> <li>○</li> </ul> </li> </ul> </li> <li>●             <ul style="list-style-type: none"> <li>▶                 <ul style="list-style-type: none"> <li>○</li> <li>○</li> <li>○</li> <li>○</li> </ul> </li> </ul> </li> </ul>	

## Interview Outfits

Interviews are the ultimate first impression. It's the time to shine with your professionalism, expertise, and especially your appearance. When you go in for an interview, your interviewers are seeing and talking to a lot of people fighting for the same job you are. The last thing you want to do, is hinder yourself with your appearance. Even if the work setting allows casual attire, and your interviewers are in "jeans and a nice top". You need to look like you want the job. You will never be reprimanded for looking "too professional" at an interview.

### Tips for Success

- **NO jeans, t-shirts, or leggings.** The more professional the better. Slacks, trousers, skirts, and dresses are always trusty options.
- **Nothing low-cut.** This is not the time to show any kind of cleavage. Make sure that your necklines are tasteful, professional, and maybe even a little conservative. You want them talking about your brain, not your boobs.
- **Hemline either just above, or below the knee.** Showing too much skin (especially when it comes to cleavage and legs) will more often than not, send the wrong message. Avoid all of that by just being more conservative than usual. It's easy to look "leggy" in dresses and skirts, especially when wearing heels; so make sure that your hemlines are reaching past your fingertips.
- **No spaghetti straps.** Professional tank blouses are sometimes acceptable, but otherwise, it's safest to go with a sleeve to cover the shoulders. Super thin straps can come across as casual, or like you're going for a night out.
- **No sandals.** Closed-toed shoes or peep toes are acceptable -- avoid any kind of sandals. Anything open-toed can come across as too casual.
- **No statement jewelry.** You don't want to wear anything too flashy or distracting. Keep jewelry, colors, and patterns to a minimum.
- **Do your hair and makeup, but less is more.** You don't want to distract your audience, so avoid dark or bright colors; but definitely make sure you're presentable. Neutral colors and subtle embellishments are always safe.
- **Nothing see-through or sheer.** Avoid clothing with sheer parts, or is just so thin that it can easily be see-through. Double check your clothing, and make sure you're fully covered.
- **Nothing with words or pictures (graphic tees).** Anything with words printed on it is going to be seen as casual; and you also don't want to be representing anyone else's message. This interview is about you, and your skills -- not the designer of your clothing. Block colors or simple patterns are going to accent you, as well as allow your personality and skills to shine.
- **No crop tops.** Showing midriff, no matter the outfit, will be seen as unprofessional.
- **Avoid looking trendy.** Professional workplaces often don't observe clothing trends; keeping the same dress-code rules season after season. Make sure that your outfit follows professional guidelines, and then adjust your style after you get the job.
- **Groom your nails.** Make sure your nails are either done, or shortened and filed. The interviewer is going to be looking at the whole package, even down to your nails -- those first impressions are everything.
- **Avoid heavily-scented perfume.** You don't want to suffocate your interviewer, for one; but you also don't want to end up wearing a scent that triggers a unrelated memory. For example, you could just so happen to wear a scent that their ex used to wear, or you could wear something that they absolutely can't stand. To avoid any of this, simply don't wear anything, or choose a very subtle scent.
- **Remember the deodorant.** You will stress sweat, and you don't want to be worried about how you smell. Stick deodorant works, but I also suggest a dry-spray to prevent perspiration.

Remember that interview outfits are going to be more formal than regular work attire. It's all about the first impression and making an impact. You can always adjust your style when you actually have the job. #FBL

## Interviews

Interviews are usually the most important first impressions that you will experience in your life, giving you just a matter of minutes to prove your worth to someone. You not only need to look good on paper, but you need to prove in person that you are well-mannered, charming, pleasant to work with, and a potential asset to their team. You don't always want to go in guns blazing, because sometimes you can shoot yourself in the foot; but you also don't want to be too polite and meek, as you may become easily forgettable. It's truly a fine balance, but there are some things that you can do that will automatically give you a boost in confidence. From there, you just need to let your natural charm and skill do the work for you.

### Tips for Success

- **Overdress.** You really can't look too professional for an interview. You can however underdress, and this can break your interview before it even starts. First impressions are everything.
  - ▶ No denim
  - ▶ Wear heels
  - ▶ Do your hair and makeup
- **Research.** Do your research on the company.
  - ▶ What do they do?
  - ▶ What would your job be?
  - ▶ What does that job entail?
- **Be early.** You want to be at least 10 minutes early. Leave the house 30 minutes earlier than necessary, to allow time for traffic and mishaps.
- **Bring your materials.**
  - ▶ Résumé and cover letter
  - ▶ Business cards
  - ▶ Portfolio
  - ▶ Notebook and pen to take down notes and questions
- **Make sure you smell good.** Wear deodorant, and take a mint before going in. They may not remember if you smell good, but they will remember if you smell bad. On that note, do NOT chew gum in the interview, and avoid strong perfume.
- **Start off with a firm handshake.** A firm handshake, eye contact, and a smile will go a long way with your interviewer. It will make you look confident and strong.
- **Let your body language help you, not hinder you.** Don't slouch, put your hands on your hips, fidget or look down when you speak. Instead, make sure to sit up straight, keep your hands on the table or in your lap, and lean forward. Look engaged!
- **If they offer you water, coffee, or anything -- accept it.** Even if you don't drink it, they are offering because they want you to accept. Not taking it may offend them, and you definitely don't want to start your interview on a bad note.
- **Keep your answers short and to the point, but thorough.** Don't go off on a tangent, and make sure that your answers are relevant to the job. They will forget most of the things that you say, so make sure they can remember the things that matter.
- **It's OK to need time to think.** It's better to take a minute and think about your answer, than start rambling to fill the silence -- just don't take too much time. If you don't understand the question, ask them to clarify.
- **Try to ask questions.** Asking questions makes you look interested, and like you were paying attention. If you don't have questions when they ask, politely say something like, "Not at this time. You have been very clear and thorough, thank you," or, "Not at this time, but may I contact you if I do have some follow up questions later?"

## Good Questions to Ask:

- ▶ What are the types of skills that you are looking for?
- ▶ What are your tips for success for this job?
- ▶ What does a typical day look like in this position?
- ▶ Explain what the work environment is like.
- ▶ Ask about pay and potential growth.
- ▶ Ask if there is a dress code.
- ▶ How does the company measure performance? What are the expectations?
- ▶ What do you personally like about this company?
- ▶ Do you have any tips for someone starting out in this company?
- ▶ When can I expect to hear from you?

● **End the interview with a handshake and a smile.** End on a good note and do everything in your power to make them remember you.

● **Follow up with an email or phone call.** If you would like to call for the personal touch, feel free to do so; otherwise an email will suffice. After the interview follow up with the person, recap your discussion, and add a couple extra questions. This will give them incentive to reply to you, and make them feel like you were thinking about the conversation after the fact.

Interviews are the time to really show your personality, and how you can be a beneficial fit for the company. They are already thinking of you as a viable option. Feel confident in that, but also be prepared to give it your all. Give them a reason to want to work with you. #FBL

## Video & Phone *Interviews*

With companies getting bigger and the vast rise of technology, video and phone interviews are becoming more and more common. It's also a great way to be able to interview for jobs that aren't in your local area. These will be like any other interview, except you will be in your house, talking to the interviewer through a screen. However, there are definitely some ways you can stand out and make a great impression -- even if it's not in person.

### *Tips for Success*

- **Confirm.** Make sure to confirm with your interviewer:
  - ▶ Time of the interview, specify time zone
  - ▶ Platform that is being used: Facetime, Skype, Facebook Messenger, etc.
  - ▶ If they are calling you, or if you are calling them
  - ▶ They have your correct number/name
- **Be ready.** Have your phone in your hand, or be at your computer -- ready -- five to ten minutes before the actual interview. You want to be able to answer the call straight away, and not appear flustered or disorganized.
- **Dress for success (video).** Dress like you're going to an interview. Even though they're only going to see the top half of you, the goal is to give them a killer first impression. It's more so about your state of mind than anything; and you want to be in prime, interview mindset during any interaction with a future employer.
- **Get good lighting (video).** Position yourself so that a light, or sunlight is in front of you (behind the device). You want to make sure that your interviewer is seeing you in the best possible light -- literally.
- **Make sure your device is charged.** Even better, have it plugged-in for the interview to make sure. These interview processes are often on a tight schedule, and if you get disconnected because your device died, you're probably not going to get a call back.
- **Choose a location.** The best places to do these interviews are at your home, or in a school library/empty classroom. I do not recommend a coffee shop, café, or a business building. The Internet connection will be finicky, and there will be too many distractions and background noise. Make sure your environment is quiet, and where you can be your best self without distraction.
- **Get rid of background noise.** Turn off the TV, stop the washing machine, close the windows, and put your pet in another room or outside. Make sure for the duration of your interview your environment is as quiet as humanly possible. You want to be able to hear your interviewer, and you want them to hear you -- loud and clear.
- **Prevent any and all distraction.** Make sure your pets are out of the room. Make sure that your roommate or S/O doesn't walk through the door. Make sure the ringer is off on your phone. Think ahead and make sure that there won't be anything that will make you look less than professional during the time of the interview.
- **Speak clearly.** Don't shout into the device, but do make sure that you're using a reasonable volume and your enunciating your words. Make it a goal for the interviewer not to have to ask you to repeat yourself.
- **Utilize your notes.** Especially during a phone interview, you have the luxury of using all of your notes right then and there; so write-up notes ahead of time. Gather questions and ideas so that you can be quick and on your feet when they ask for questions.
- **Follow up.** Sending an email reiterating what was said in the interview will make you look like you care, and that you and the interviewer are on the same page. Recap your discussion, and ask couple extra open-ended questions; this will give them incentive to reply to you. It will also give them a chance to link the name with the voice, and make them feel as though they are more connected to you.

These interviews are just like anything else. Be prepared, do your best, and let your skills shine. #FBL

Work until you no  
longer have to  
introduce *yourself*.

Harvey Specter

## *So what is* Future Boss Lady?

Future Boss Lady is a brand that I created in the name of encouraging and supporting women in regards to their careers, lifestyles, and personal wellbeing. For the women that are just starting out, trying to prepare themselves to take on the world. It's for when you're starting your first job, or leaving home for the first time. When you find your first apartment or endure your first break up. It's centered around helping women become their most successful selves at any stage in their lives. Helping them get through everything from learning to cook, stock their fridge, rent an apartment and learn how to budget, to creating a personal brand and name for themselves.

To give you some more insight about me, I started college not knowing what I wanted to do or who I wanted to become. All I knew was that I wanted to spend everyday writing, so I enrolled in the Walter Cronkite program at Arizona State University. During that time, through side jobs and networking, I fell in love with the wedding industry. Which makes sense, considering I grew up being obsessed with party planning and wedding magazines. I started planning weddings, interning at a wedding magazine and working part-time at a bridal gown boutique.

I learned so many different lessons during this time of my life. How to dress, "business casual", how to learn from a textbook and lectures, how to manage my time, and how to stock my pantry from scratch. All of which are things that you think you should theoretically already know until the time comes and you don't.

Future Boss Lady was an idea that sprouted from my frustrations when I was trying to "adult" and didn't have any idea how to do anything. So every time I would nail a recipe, get some feedback on my work, and learned life lessons, I wrote it down, hoping to save someone from the hard lessons I had to learn early on.

Then when I was left thinking "what's next" after graduation, I decided to turn my idea into a full-fledged brand and business.

As a brand, Future Boss Lady takes its form with content that is meant to help guide and encourage women to build the foundation for their most successful selves, no matter what their dreams are or stage of life that they are in. The idea is to build that foundation with materials made of gold.

Being a Future Boss Lady is a lifestyle that's based on being authentic, creating value, and simply doing your best in all aspects of your life. If you're just being yourself, have good intentions, and work hard, you're set. Success isn't just about money or status. It's about nurturing your relationships, finding genuine happiness in your work, and acknowledging the everyday moments that make life worth living.

If you want to see more content from me and from Future Boss Lady, you can find it below.

*Instagram:* @futurebossladyco.

*Facebook:* Future Boss Lady Co.

*Website:* [www.futurebossladyco.com](http://www.futurebossladyco.com)

**Future Boss Lady THE BOOK is now available on Amazon!**

By: Anna Clarice

# Loved This Content? Get the Book!



Future Boss Lady is a ultimately more of a guide than a book. It's made of lists, guides, graphics, and worksheets that are meant to help women build the foundation for their most successful selves.

*This is the perfect gift for graduations, birthdays, friends, and fellow boss ladies!*

This book was written purely with the intention of helping women thrive. It's tasteful, energetic, and is meant to make the reader feel as though she has someone on her side, supporting her in her dreams.

We are about community over competition! It's time for the future boss ladies to band together and help each other thrive!

Get even more information at:

<https://www.futurebossladyco.com/the-book>

## Table of Contents:

Future Boss Lady is a book that I designed to be an aid to those who are just starting out in their careers and lives. With this in mind, the pages are written in lists and broken up with titles and categories. This will allow you to easily find the relevant topics and get to the content fast.

There are four chapters within Future Boss Lady with their own sub-chapters and topics, specializing in different categories of life. Being a Future Boss Lady isn't just about getting the career you want, or doing well at your job, it's a way of being. A personal brand that is going to take you far in all aspects of your life, so please use this book in whatever way that works best for you. Get inspired, work hard, and flourish.

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