



















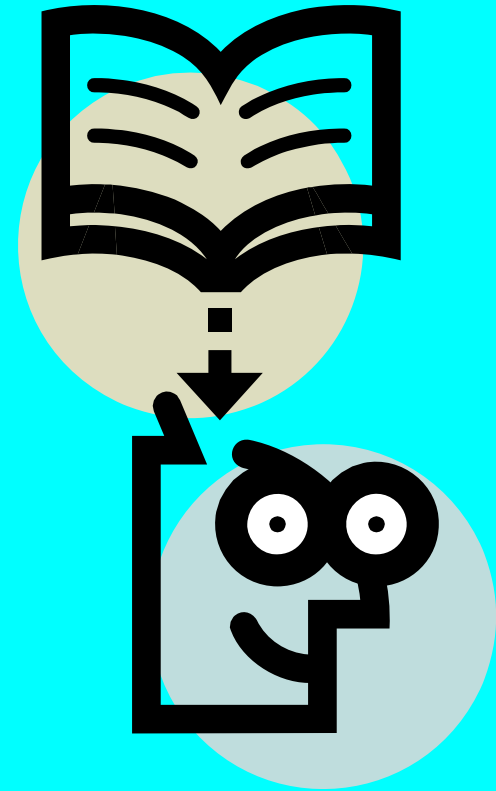


# WRITING YOUR RESUME

## RESUME WRITING TIPS

- Always Use Action Verbs In The Active Voice
- Refrain from using "I"
- Consider Designing A Scannable Resume
- Proofread, Proofread, Proofread!!!

Remember that you only get one  
"first" opportunity to make a  
"first" impression!



# THE COVER LETTER



Adhere To A  
3-Paragraph Format

- A self-introduction and purpose statement
- A brief description of why you feel like you are qualified for the position, include evidence you have knowledge of the company's business
- An advance "thank you" to the person you are sending the resume to and a description of how you plan to follow up
- Should the employer require you post your resume profile on-line, be sure to include a brief summary in place of the cover letter before your resume. Use a few blank lines to separate the summary from your resume.

# PREPARING FOR THE INTERVIEW



The best way to achieve success in an interview is to be ...

**PREPARED !**

# PREPARING FOR THE INTERVIEW

- Do Your Homework!
- Practice Answering Commonly Asked Questions
- Consider Role-Playing An Interview Situation
- Develop Your Own Set Of Questions To Ask The Interviewer



## TIPS FOR THE INTERVIEW DAY

### ATTIRE

- Dress appropriately
- Wear conservative colors
- Be well-groomed
- Limit jewelry/accessories/perfume

## TIPS FOR THE INTERVIEW DAY

### TIME

- Arrive on time - 10 minutes early good rule of thumb
- Take traffic, trains, weather into consideration
- Be careful to not be too early

## TIPS FOR THE INTERVIEW DAY

### INTRODUCTION

- Greet the interviewer
- Smile and use a firm handshake
- Make good eye contact



## TIPS FOR THE INTERVIEW DAY

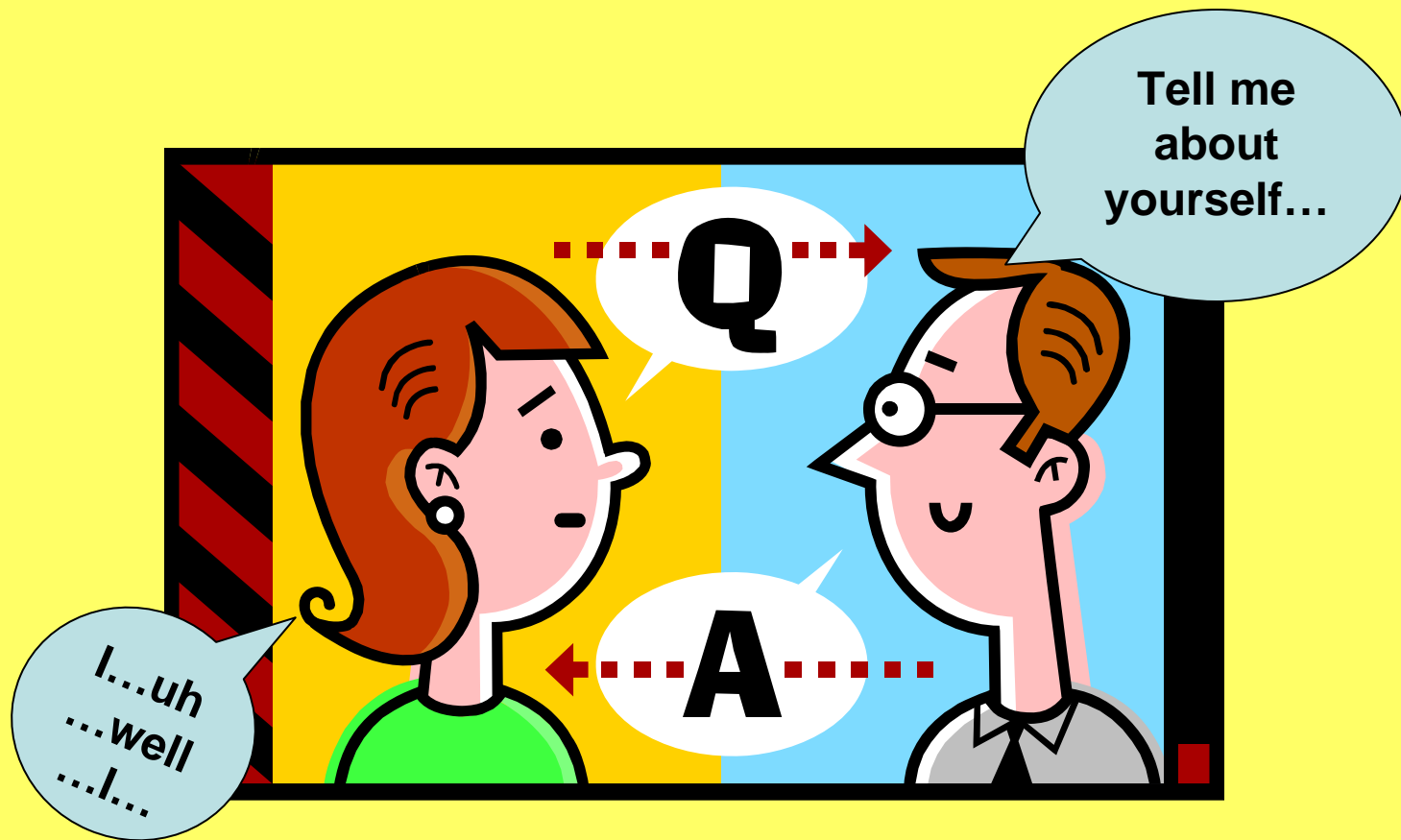
AND...

Smile. Take a deep breath. Just be yourself!

REMEMBER TO:

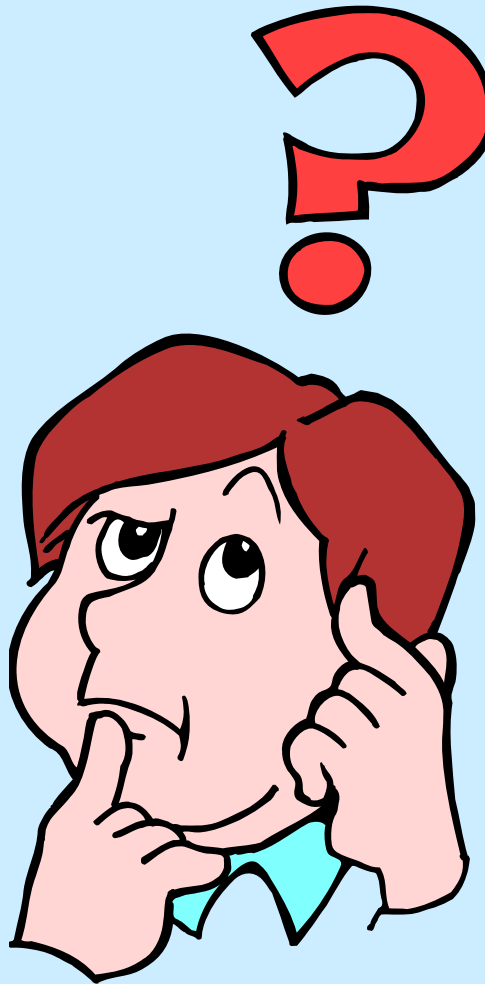
- Thank the interviewer
- Ask what you can expect next
- End the interview with another firm handshake...and a smile

# Questions You Can Expect



**The KEY to SUCCESS is PREPARATION !**

# Questions You Should Ask



**Plan to Ask the  
Interviewer a Few  
Questions**

# Employers Biggest Turn-Offs



**#1 – Poor Communication Skills**

**# 2 – Being Late**

**# 3 – Lack of Interest**

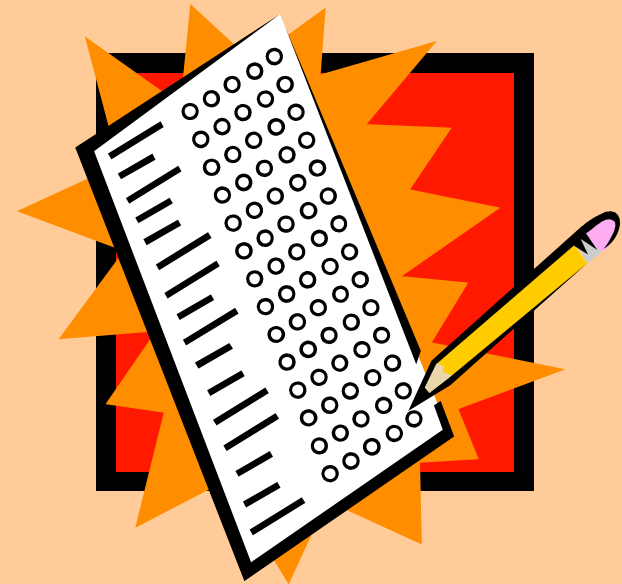
**# 4 – Lack of Knowledge About Employer**

# RECOMMENDED READING



# Recap

- Prepare For Your Job Search ... It's The True Final Exam
- Think Of It As One Of Life's Major Investments ... Aim For Maximum Return
- After You Get Your Job ... Work Hard To Prove Your Value To Your Employer



# JOB SEARCH SKILLS 101

Thank You For Your Participation  
&  
Good Luck!

