JOB SEARCH SKILLS
101

Presented By:

Ana Kiritsis, P.H.R.
Human Resources Consultant
CITGO Petroleum Corporation
COURSE OUTLINE

I. STARTING YOUR SEARCH

II. WRITING YOUR RESUME

III. PREPARING FOR THE INTERVIEW
STARTING YOUR SEARCH

Job ?

Company ?

Industry ?

Location ?
STARTING YOUR SEARCH

DEVELOP YOUR SEARCH STRATEGY

• Make A List Of Places To Search
• Do Your Homework
• Surf The Internet
• Activate Your Network
STARTING YOUR SEARCH

WHERE TO SEARCH FOR JOB LEADS

- Career Services
- Faculty & Staff
- Student Organizations
- Friends
- Neighbors
STARTING YOUR SEARCH

Become a Research Guru

• Learn All You Can About Prospective Employers

Know …
- What They Do
- Who They Do Business With
- Who They Compete With
- Where Their Headquarters Is Located
- What Other Locations They Have Operations In
- How Long They Have Been In Business

• Surf The Web!
STARTING YOUR SEARCH

It's N-E-T-W-O-R-K-I-N-G Time!
John Doe
123 Any Street
Anytown, LA, USA 12345
(123) 456-7890 (Home)
(987) 654-3210 (Cell)
jdoe@mail.edu

Objective

Education

Employment

WRITING YOUR RESUME

Did you know you get 14 seconds to make a first impression?

Source: InsightMagazine.com
WRITING YOUR RESUME

• Written Advertisement – The First Impression!
• Recommended Format – Chronological

WHAT YOU SHOULD INCLUDE:
• An Objective Statement
• Relevant Courses, Projects, Assignments
• Part-Time, Summer Jobs, Co-op Or Internships
• Extracurricular Or Volunteer Activities
• Special Skills (relevant to the job)
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

- 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

Tell me about yourself...

I...uh...well...I...

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

Source: Society of Human Resource Management
RECOMMENDED READING

KnockEm Dead
2007
By
Martiny ate
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!