



JOB SEARCH SKILLS 101

Presented By:

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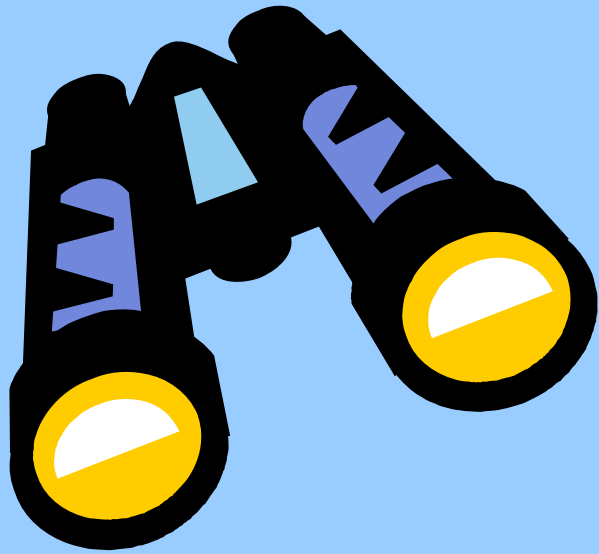
COURSE OUTLINE

I. STARTING YOUR SEARCH

II. WRITING YOUR RESUME

III. PREPARING FOR THE INTERVIEW





STARTING YOUR SEARCH

Job ?

???

Industry ?

Company ?

Location ?

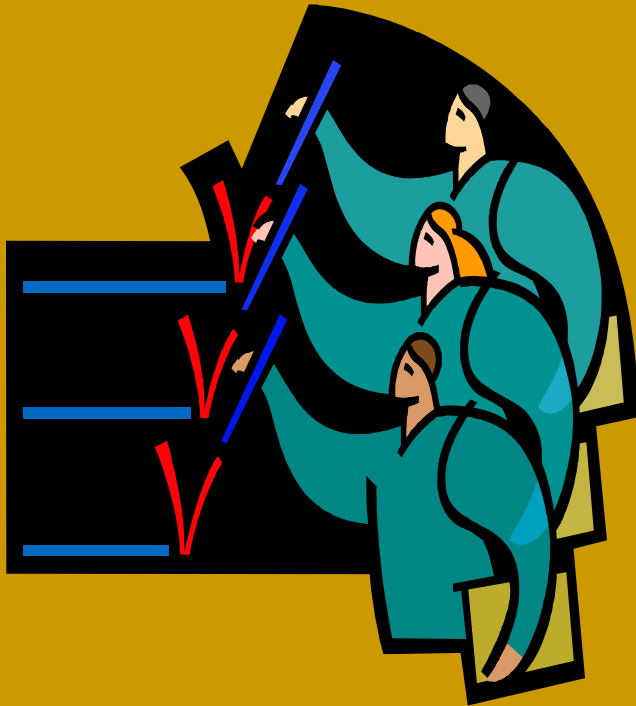
STARTING YOUR SEARCH

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

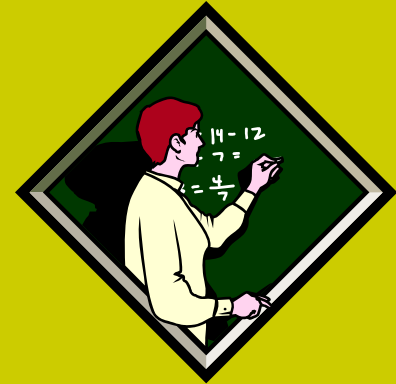
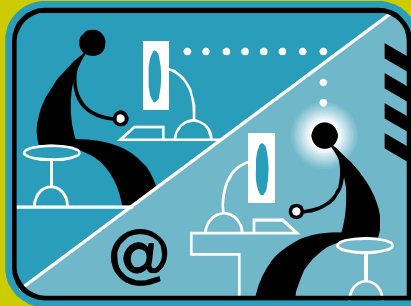
Know ...

- 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)

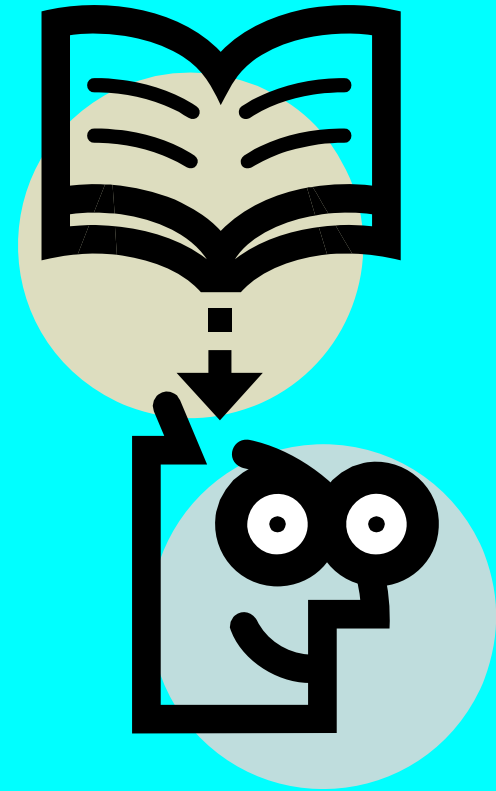


WRITING YOUR RESUME

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



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

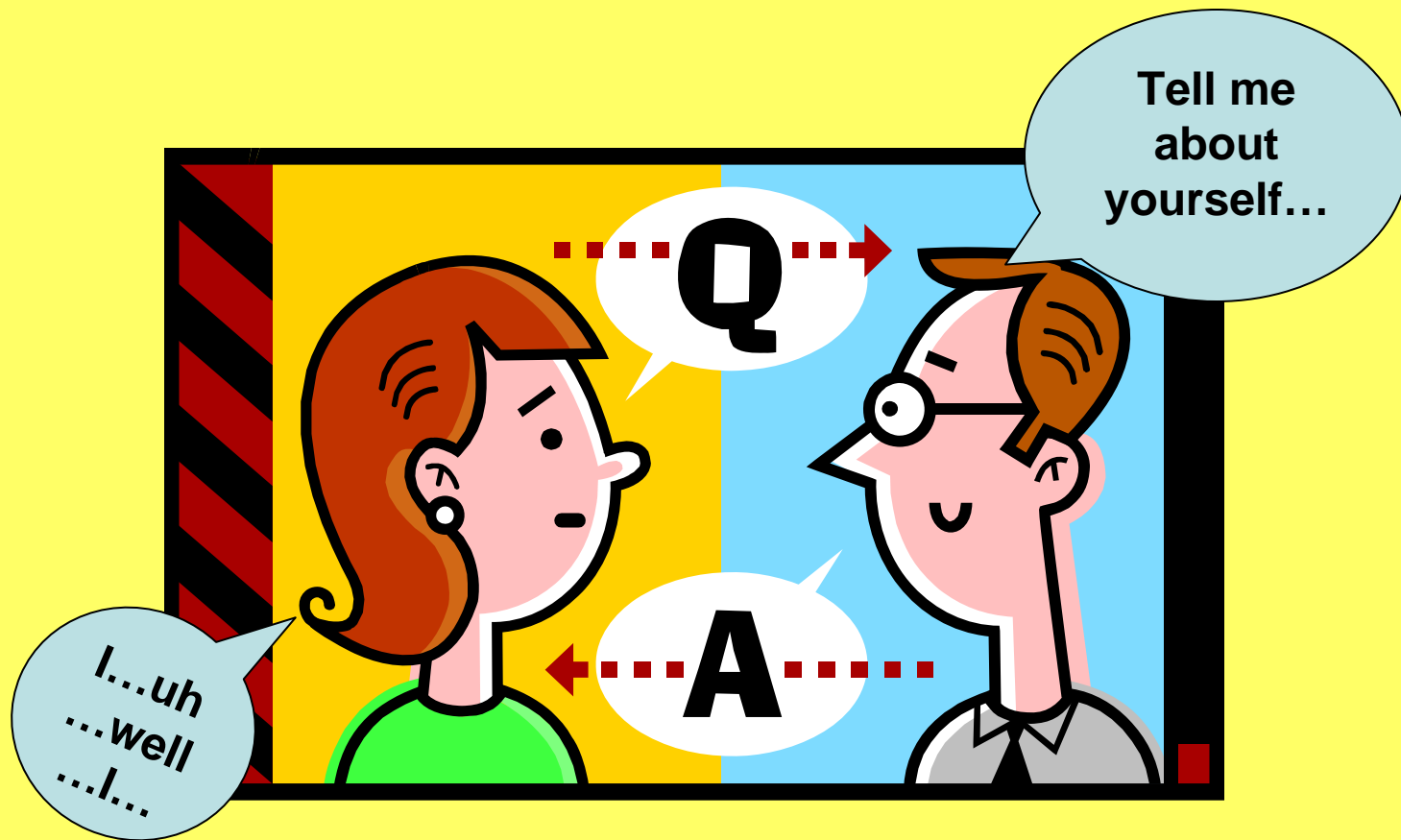
AND...

Smile. Take a deep breath. Just be yourself!

REMEMBER TO:

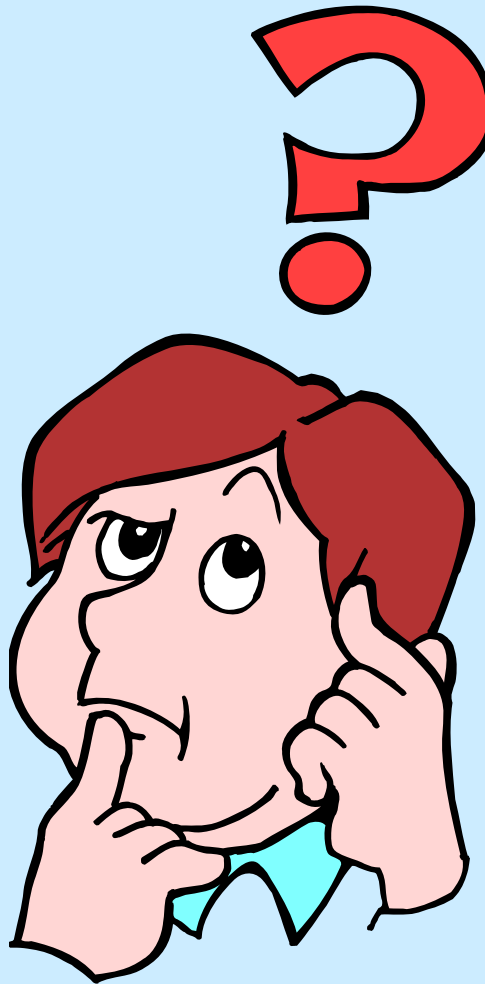
- Thank the interviewer
- Ask what you can expect next
- End the interview with another firm handshake...and a smile

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

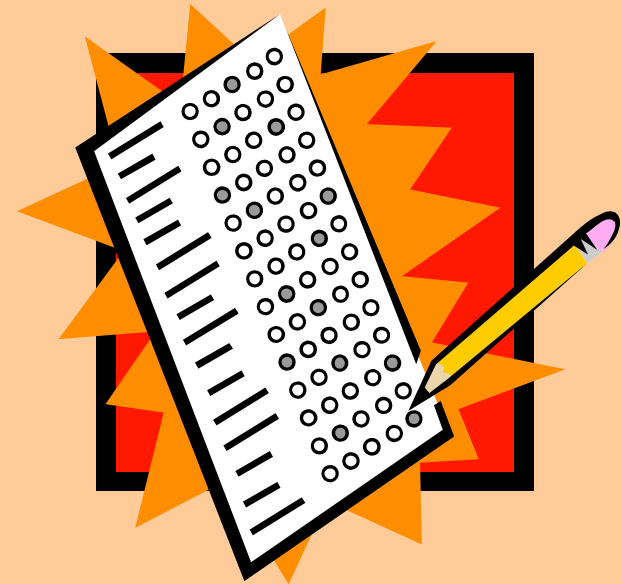
4 – Lack of Knowledge About Employer

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!

