

## Job Search Suggestions

### **Before submitting an application:**

- Create a resume. There are books and online websites available to help with this, as well as professional resume-writing services. Online examples include:
  - [www.office.microsoft.com/en-us/templates/CT101043371033.aspx](http://www.office.microsoft.com/en-us/templates/CT101043371033.aspx)
  - [www.jobsearch.about.com/od/resumebuilders/Resume\\_Builders.htm](http://www.jobsearch.about.com/od/resumebuilders/Resume_Builders.htm)
  - [www.freeresumesamples.org](http://www.freeresumesamples.org)
- Have someone look over the resume for clarity, spelling, etc.

### **When submitting an application (on-line):**

- Check and double check for spelling mistakes and poor grammar; then check again!
- Be sure you complete all sections of the application.
- If possible, make a copy of the application before you press “send”.
- Read carefully the process for “the next steps”. Will they call you? Are you to call them? When should you expect to hear?
- Write down the contact information so you can follow-up by phone a few days after you submitted the application. Then don’t forget to make this follow-up call!
- If you have to attach a resume – be sure it is saved as either a word document (.doc) or a PDF file (.pdf) so it can easily be opened.

### **When submitting an application (in person):**

- Dress professionally (if you are also having an interview, wear a suit or nice dress; if you are just handing in an application – wear business casual; never go in jeans)
- Obtain the name of the store manager or supervisor so that you can follow up with a note and/or a telephone call (Get the name in writing so you are sure to spell it correctly; ask for a business card if possible – then you have the address as well.)
- Follow up your application with a telephone call-express your interest in the position, ask for an interview with the supervisor or hiring manager, & ask about the next steps in the hiring process

### **Before the Interview:**

- If there is a job description (or an advertisement for the job)-read it carefully-and be prepared to explain how you can perform the duties described in the job description.
- Practice interviewing with a friend or family member-take the job description, and turn it into questions that you answer (for example- “Tell me, John, about your experience operating the XYZ machine that we have here at XYZ machine plant”, or “Tell me, John, about your experience with Microsoft Word, Excel, Access and Powerpoint”).
- There are several “typical” interview questions, like “What are your strengths?” and “What are your weaknesses?” Practice these, and for “weaknesses” try to present these as strengths. This

can be difficult to do, but you don't want to hurt your interview chances by presenting a weakness that turns off the interviewer.

- Practice explaining to someone why you are the best person for the job. Be prepared to explain, in 30-60 seconds, why you are the best candidate for the job. Keep practicing this message until you get it perfect-*you only have one chance to do it in the interview-so practice it 10 times in advance!*
- Obtain driving directions for the interview. If possible, travel to the location before the interview day to make sure you know how to get there!
- Make sure your interview clothing is cleaned and pressed.
- Print out your resume-multiple copies on nice paper, and have them available.
- If the company has a website – read it over carefully so you know a lot about the company. Bring up some facts about the company during the interview – this allows the interviewer to see that you did your homework!
- Prepare some questions to ask the interviewer about the company and/or the position. You might be asked “Do you have any questions?” If so – it's good to have some ready. If you can ask about the company or the position – it again shows you did your homework and you are interested in the job. (A sample questions might be: what are the biggest challenges that your company faces?)
- If it is not discussed, feel free to ask a question about the work environment – is it casual/formal, are the hours set or is there flexibility in the working schedule, etc.
- If salary isn't discussed in the interview, it is fine to bring it up – you can just ask something like, “How much would I be making in this job?” Feel free to also ask what benefits (if any) are included (and is there a probationary period). You can also ask if there are any vacation or sick days included in the job, and if there is a probationary period with them as well.

### **When Interviewing:**

- Be on time (15 minutes early) for the interview.
- Dress professionally (suit and tie for men, pants suit or dress for women); comb your hair.
- Smile, shake hands (firm hand shake!), introduce yourself.
- Write the name and contact information (phone number or e-mail address) of each person. you meet-you will need this for thank you notes and phone calls (ask for business cards if possible).
- Bring at least 3 copies of your resume-and offer it to each person with whom you are interviewing.
- Speak clearly (don't mumble), maintain good eye contact, sit up straight during the interview; sound confident in yourself.
- Sound interested in anything they say about the company or the job. If they ask if you want a tour – say yes!

**After the Interview:**

- Send a thank you note to each person you interviewed with (be sure you spell the person's name correctly, and double check your note for good grammar and proper spelling throughout the note!). If you didn't get the spelling of the person's name – try to go on-line and look up the person's name at the company – or call and ask the operator how to spell the name. Try not to guess how it is spelled. Also - handwritten notes are better than typed notes.
- Follow-up with a phone call to the hiring manager-and emphasize that you would love the job!! Ask for the job!! Remind them why you are the best person for the job.