

Getting the **JOB** you want!



Search Preparation:

- 0 Customize the resume for each position by using the employer's words; prepare a cover letter.
- 0 Use RRCC counselors and the Internet for help with resumes, cover letters and interview preparation.
- 0 Change any unprofessional email addresses and voice mail messages.
- 0 When on social networks, be cautious. Ask yourself, "What would an employer think of the information/photos on my social network?"
- 0 Get up from the computer. Meet with family, friends and trusted colleagues—your network—about the job search.
- 0 Ask for help from your network. Seek leads for informational interviews and job openings.
- 0 Not working? Volunteer with companies or non-profit agencies or work on projects for friends to keep the resume current.

Application Process:

- 0 Be prepared to apply online for most positions.
- 0 Have all pertinent information and resume on hand when beginning an application.
- 0 Complete all items of the application; leave no blanks; do not say, "See resume." Use 'N/A' for questions that are 'not applicable' to you. Upload resume if requested.
- 0 When applying through email, keep the email professional and to the point. Use the email as the cover letter; attach resume.

Getting Ready for the Interview:

- 0 Be available, flexible, and accessible when scheduling the interview. Just say yes!
- 0 Research the company, check their website and prepare one or two questions so you can participate in the interview.
- 0 Arrive 10 minutes early. Dress appropriately.
- 0 No hats, jeans, sandals, T-shirts, body art, piercings, excessive jewelry, or fragrances. No cell phones or gum.
- 0 Be prepared to complete an application. Bring extra resume copies.

The Interview:

- 0 Be confident. Show your positive demeanor and attitude with everyone you meet.
- 0 Smile. Give a firm (not too firm) handshake. Eye contact - forehead to nose is the zone.
- 0 With multiple interviewers, give each person eye contact and keep your eyes relaxed.
- 0 Keep answers to questions clear and concise and focused on the position.
- 0 Use examples when asked about skills. Sample: "Yes, I have good customer service skills. In my last job I _____"
- 0 Stop talking when you've answered the question. Stay focused on the interview. Be concise if clarifying an answer.
- 0 Give examples of successful accomplishments.
- 0 Be prepared to explain gaps in employment with a short statement, and return to focusing on the job.
- 0 When asked, "What questions do you have for us?" be ready with one or two questions.
- 0 Ask neutral questions like, "Would you describe a typical work day?" or "How many people work in the department?"
- 0 Let them know you want the position. "This position sounds like a great match for my skills."
- 0 Clarify anything you're unclear about before leaving the interview. Ask about next steps.
- 0 Write down interviewers' names or ask for business cards for following up.

After the Interview:

- 0 Compose a short thank you note or letter and deliver in person, electronically, or by mail within 48 hours. Follow up within 1-2 weeks.
- 0 While waiting, keep applying to other positions.
- 0 Keep track of the companies you've contacted.
- 0 Interviewed and not selected? Politely ask the interviewer if s/he has any suggestions for you.
- 0 Reward yourself for your efforts and—keep searching until you get your job.

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