Helpful Job Resources

QUALITIES EMPLOYERS ARE LOOKING FOR

- **Communication Skills** – It is essential to possess good written and verbal skills, however, to be an exceptional listener is proven to be the most important of all.
- **Problem Solving** – Be creative and open minded. Emphasize your ability to find solutions to problems through reasoning and by utilizing all resources and any additional information when needed.
- **Teamwork** – In order to have a productive environment, employers want to know you work well with colleagues, build trusting relationships, and are able to take work related criticism and direction from your supervisor.
- **Honesty/ Integrity** – This shows you stand by your word and complete projects the correct way. Employers also must know you can be trusted whether it's with money, private information, sensitive issues, etc.

This was just a few of the top qualities that are important to employers when screening potential candidates. Additional qualities include: multi-tasking skills, leadership, dedication, motivation, employability, being open-minded, efficiency, etc.

INTERVIEW TIPS

- **Knowledge of the Company** – To boost your chances, it is key to have some kind of knowledge about not only the company but also the industry in which you are applying. Try to have an understanding of the type of challenges the company is experiencing and indicate how you can relate your skills to assist in the resolution of these areas of concern.
- **Qualities** – Highlight real qualities. Now is the time to really identify what you have to offer that can be immediately beneficial to their organization.
- **Support** – Employers know it is easy to create a resume based on their needs but they want to ensure what you stated is true. You must be prepared to provide examples to support all information you presented.
- **Greetings** – The first impression still means everything because it helps you stand out and be remembered by the interviewer. Always stand tall, present firm handshakes, smile, look directly in the eyes, and dress professionally. You always want to listen first but do not be afraid to ask questions when necessary.

Use the interview as a chance to provide more details about your goals and accomplishments. At this point, the recruiter has already received your resume and is taking the time to learn more. Be sure the information you provide is based towards the employer's specific needs.

QUESTIONS YOU CAN ASK OR MAY HAVE TO EXPLAIN

- Why do you want the job?
- What can you contribute to the organization? How do your qualifications match the employer's needs?
- What makes you the best candidate and distinguishes you from others?
- Explain short/ long term goals.

- Explain any challenges, disappointments, or frustrations you have experienced and how they were handled.
- What are their expectations for you and what do they consider a successful employee?
- Are there opportunities for growth within the organization?
- Why is the position open? Is there a high turnover rate?
- Is there ongoing training offered to help boost your knowledge level?

Be prepared to answer the most common and complex questions you can think of. Know the employer will like to see how you handle pressure and get a sense of your communication skills. To understand the types of questions you are most likely asked is advantageous, however, it is also commendable to ask questions of your own in addition.

WHAT SHOULD BE INCLUDED AND HIGHLIGHTED ON YOUR RESUME

- **Objective** – Should state how you will add value or help the organization reach their goals. Basically give a brief explanation of how you will bring value to their company.
- **Bullet Points** – Make your points clear and concise. Bullet points make your words easy to read and will help highlight how you match the employer's needs.
- **Use numbers (#), dollars ($), and percents (%)** – Use examples to detail your performance. #, $, and % stand out and quantifies your accomplishments.
- **Action/ Key Words** – Nowadays, most companies simply scan resumes for keywords that match their needs. These catch words and phrases allow your resume to stand out and be selected before others without them included.

Remember the goal of the resume is to get you the interview. Resumes usually find themselves in a pile with hundreds of others so you must find a way to stand out. You will only have a few seconds to catch the employers' attention because oftentimes they are scanning the resume for something that grasp their attention. There are several other pointers such as: lead with strengths first from top to bottom, sale yourself, share who you worked with, include spacing, let others proofread, formatting, alleviating negative information, etc.

WHAT SHOULD BE INCLUDED AND HIGHLIGHTED ON YOUR COVER LETTER

- **Purpose** – This letter should explain the purpose of your resume. Use this as a way to specify what position you are seeking and be very specific to prevent any confusion.
- **Target Employer** – Definitely add key words that reflect the interests of the organization. You want to give them enough to want to review your resume and contact you for closer screening. Reference anything from the past which may be relevant to the pending position.
- **Why Hire You** – Do not forget to beat the recruiter to the magic question, "Why should they hire you?" Be sure to let the employer know you are the best candidate and can be an immediate asset within their organization.
- **Keep it Short and to the Point** – Make this no longer then one page with roughly 3 paragraphs. Be clear and concise with your language so it is easy to follow. Remember, this is just to grasp their attention so they will look further. You can always elaborate during the interview.

Use this as a way to explain who you are, what you have accomplished, and how you can be a contributing factor. Remember this is the first thing to be viewed so you want to make sure there is a positive impression to entice the recruiter to want to learn more about you.

THANK YOU LETTER

- **Give Thanks** – You would be surprised how many people forget to thank the interviewer. This shows professionalism and ensures the employer is aware you are still interested in the position.
- **Reminder** – Use this as a reminder of what qualifications you possess that will meet the employer's specific needs. Be sure to be clear and concise but present this in a short message. This is also the opportune time to provide any additional information that may have been requested. Confirm you were being attentive and appreciated the time to speak directly.
- **Expectations** – Describe your expectations to set yourself up for future communication. Indicate the next steps you will be taking or awaiting. Let it be known you will contact the employer in a couple weeks for follow up, or explain how you look forward to meeting again.
- **When to Send** – You should send this letter roughly two days after the interview. Keep in mind there are usually several people interviewing for the same position so this is another way to stay fresh in the recruiter's mind.

It is very important to follow up just so the interviewer knows you appreciated the time they invested to meet with you and review your information. During this time you can reiterate your interests, how your qualifications match their needs, your desire to meet again, etc. Based on the number of potential candidates, stand out and ensure the recruiter is aware you are prepared to make a positive impact in their organization.