



The Job Search Seminar

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Module 9 Objective

- Develop a professional resume



Resumes

- **1–2 pages listing:**
 - Employment experience
 - Qualifications
 - Skills
 - Achievements
- **Capture the reader's attention**





Types of Resumes

- **Chronological**
- **Functional**
- **Combination**



Format and Content

- **Font style and size**
- **Dates**
- **Paper color**
- **Spacing**



Content Standards

- **Use short, bulleted statements.**
- **Use numbers or percentages.**
- **Avoid personal pronouns.**
- **Begin statements with verbs.**



Objective and Summary

- **Capture employer's attention**
- **Identify specific employer needs**
- **Tailor resume to meet needs**



Scannable Resumes

- Use database to store and sort
- Post on line
- Employer sorts using key words

Module 10 Objectives

- Create a job reference page
- Create a professional cover letter
- Write a thank you letter





References and Salary Histories

- Put on separate page.
- Use same heading as your resume.
- Carry with you to the interview.
- Only submit to employer if requested.



Cover Letters

- Accompanies the resume
- Tells the reader WHY you are writing
- Serves to convince the employer you are a qualified candidate
- Include:
 - Point of contact
 - Requirements
 - Resume
 - Follow-up plan



Guidelines

- Use same font as resume.
- Use recipient's name and title.
- State why you are attracted to the company.
- Demonstrate you have done your "homework."
- Convey enthusiasm and commitment.
- Balance professionalism with warmth.
- Identify at least one uniqueness about yourself.
- Be appropriate.
- Be brief and precise.
- Keep a copy of each cover letter you send out.



Thank You Letter

- **Send after an interview or phone call.**
- **Reemphasize your potential value.**
- **Restate your interest.**
- **Send within 24 hours of your interview.**



Module 11 Objectives

- Complete an employment application thoroughly, accurately, and neatly





What's Important on a Job Application?

- **Neatness**
- **Organization**
- **Details**
- **Thoroughness**
- **Following directions**
- **Knowledge and skills**
- **Creativity**

Module 12 Objectives

- Demonstrate proper interviewing behavior
- Respond appropriately to interview questions
- Negotiate salary and benefits





Interviewing

- **Show who you are**
- **Differentiate yourself from others**
- **Assess whether you are a “good fit”**

Successful Interviews

1. Know your target.
2. Know yourself.
3. Be yourself.
4. Dress the part.
5. Arrive early.
6. Make a good impression.
7. Answer with confidence.
8. Ask questions.
9. Practice.
10. Follow up.





Evaluate Your Performance

- **What questions did I ask?**
- **What answers did I give?**
- **What did I learn?**
- **What went well?**
- **What needs improvement?**



Negotiating Salary and Benefits

- Know the company.
- Know market salary.
- Determine your minimum acceptable salary.
- Discuss salary range vs. specific amount.
- Allow the employer to address the salary.
- Never come from a position of “need.”
- Listen attentively.
- Take your time.
- Convey your “value” to the company.
- Be flexible and willing to negotiate.
- Prepare for give and take.



Summary

- **Build a network.**
- **Practice good listening/communication skills.**
- **Expect the best from others.**
- **Be dedicated.**
- **Discontinue non-value added activities.**
- **Read books related to your profession and goals.**
- **Rise early.**
- **Record daily goals.**