

What Every Job Hunter Should Know...

- How to prepare a resume
 - Provide your email address unless it is suggestive or in poor taste
 - Never start a sentence with “I”
 - Start every sentence with an action word: Completed, organized, implemented, etc.
 - Enter most recent work experience first
 - References (no former employers, no relatives)
 - Godparents (unless a relative), friends of parents, parents of friends, pastor, coach, guidance counselor, teacher, neighbor, co-worker (if over 21 years old)
 - Ask in advance
 - Include person’s job title, place of work, address, phone number (perhaps e-mail address)
 - Do not over-exaggerate or lie about your skills and achievements
 - No errors
 - Have someone double check it
- How to complete a job application
 - Use pen (use black ink unless faxing) – DO NOT USE PENCIL!
 - BE NEAT!
 - Don’t lie; lying is cause for dismissal
- How to interview
 - We will provide sample questions and strategies for answering them
 - Shake interviewer’s hand
 - Use his name and yours
 - “Hi, I’m Jane Smith. Pleased to meet you Mr. Brown.”
 - “Good morning, Mr. Brown, I’m Jane Smith. Pleased to meet you”
 - “How do you do, Mr. Brown? I’m Jane Smith.”
 - Lean slightly forward
 - Make eye contact
 - No nervous habits
 - No gum-chewing
 - No gazing around
 - Do not crack your knuckles
 - Do not twirl your hair
 - Turn your cell phone OFF
 - Punctuality is important!
 - Don’t know you’re way around? Try Mapquest!
 - Dress the part -
 - Business Casual
 - Business Formal
 - No facial piercings
 - No matter how you dress, be neat and clean
 - Never, ever lie
 - Ask questions of the interviewer - but NEVER ask about
 - Salary
 - Benefits
 - Vacation
 - Other compensation
 - Don’t forget to shake the interviewer’s hand when you leave.
 - Ask for a business card
 - Send a thank you letter

