

SUGGESTIONS AND TIPS

(RESUMES & COVER LETTERS)

- The average amount of time reading a resume is 30 seconds or less
- Contrary to popular opinion, resumes are used to screen out people
- Average resumes (black on white, lengthy, overly self-promotional, information overkill) are recycled or thrown away
- Resumes are only to generate interest, not to land a job!
- The purpose of the resume is to get noticed!
- Resumes should motivate the employer to want to learn more
- Irrelevant information includes: marital status, willing to relocate, hobbies, "I have", "I am", "I like" or other personal information
- Use good stock paper
- Create an image as a background
- Be creative without being showy
- Keep it simple, keep it brief
- If possible, hand deliver it to the office.
- Present it in creative packaging, make it attractive

(INTERVIEWING)

- Do your homework and research the position
- Practice, practice, practice with your spouse and/or friends - have them be critical!
- Tape yourself (audio and video) and critique
- Dress the part!
- Keep focused on important issues - don't give out too much information
- Don't offer weaknesses - turn them into strengths!
- Know when to talk and when to listen (err on the listening side)
- Do not mention the job and that you are here to be hired
- Send a thank you note immediately after the interview