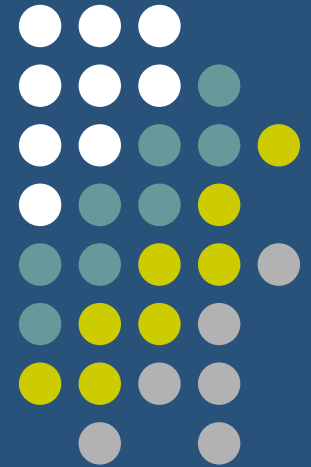


Job Search Workshop

Presented By: Mary Wirta, PHR

Resume/Cover Letter Tips
Job Search Do's and Don't s
Interviewing Tips
Job Search Trends



Introduction



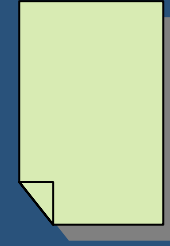
- One chance to make a first impression!
- Great Interview, but no job?
- Even if you are not looking, it is important to keep resume updated and relevant for internal transfers & promotions.

Resume Writing Tips:



- Keep it short, clear, & concise. 1 page; no longer than 2 pages MAX!
- Do not need to know every detail.
- Use Action Verbs (i.e. manage, coordinate, assist, etc.) No 1st or 3rd Person.
- Include: Career Objective, Education, Qualifications, Experience.
- Design & format should highlight most important information about your work experience, skills & education (Templates- Microsoft Word, etc.)

Resume Writing Tips:



- Analyze the job posting or job description; Cater your resume accordingly.
- Use Key Words – Resumes/Online Applications.
- References – Make sure references that you have listed know that you have listed them.
- Make sure resume is e-mail/printer friendly. Send it to yourself or a friend first just in case formatting is off.

Resume Writing Tips



- Chronological dates can be important. Acknowledge gaps in cover letter
- Pay close attention to formatting, grammatical, & spelling errors.
- Think about your successes and mention them! Use %'s or #'s to drive the point home
- Can be creative with a resume if field is creative. No pictures or loud graphics. Trend is changing.

Cover Letter Writing Tips:



- Introduce yourself.
- Highlight achievements/accomplishments.
- Specifically address the position and explain how your skills and experience qualify you for that job.
- How did you find the job, do you have contacts at the organization that would recommend you?
- Refrain from repeating information already listed in your resume.
- No More than 3-4 paragraphs.
- Do not use the exact same cover letter for every job.
- Can find great examples online.

Job Search Do's:



- Respond to job postings quickly.
- Use & regularly check your e-mail.
- Learn as much as you can that is relevant to the industry/job. If you don't have the knowledge, Learn!
- Not actively looking? Remember you are being evaluated in your current organization whether you know it or not (succession planning).
- Know the company who you are applying for and what the job entails. Do your homework!
- Return calls immediately. If we have to wait more than a day, we may move on to another candidate.
- Don't be afraid to ask questions!

Job Search Do's:



- Get involved. Be active in organizations and list them on your resume, you can include relevant volunteer activities.
- **Network, Network, Network!** In a small town, it really can be about who you know!
- Do make sure that your social networking sites are appropriate.
- Make sure your e-mail address is appropriate & professional.
- Make sure your contact info is correct/current.
- It's OK to ask wage & benefits information. Its best to ask during or after the interview process.



Job Search Don'ts:



- Do not send out a mass e-mail to multiple employers. Shows that you don't care enough to do your research and too lazy to modify your resume for the position.
- Its ok to contact the employer regarding the status of an application after a couple of weeks. Calling numerous times is a don't. Many organizations are electronic and with the current trend the job market, organizations are overwhelmed with applications & resumes.
- Do not apply for positions where you do not meet any of the qualifications. Can ruin creditability.



Job Search Don'ts:



- Do not list your DOB or Social Security number on applications/resumes. GPA is only necessary in certain circumstances.
- Make sure you haven't burned bridges. Give notice! Try to rectify burned bridges before applying for a position.
- If applying for more than one position, do not use exact the same application/resume.
- Do not be overly aggressive.
- Do not lie!

Interviewing Tips:



- Even in Steamboat, dress up & appropriately for your interview!
- Show up on time and come prepared (pen, paper, etc).
- **Practice, practice, practice** with your friends/family.
- Again, do your homework, know about the company and the job you are applying for.
- Know your strengths & weaknesses and know how to answer these questions. (how do you plan to or how you have overcome your weaknesses)

Interviewing Tips



- Pay attention & ask (intelligent) questions
- Give specific examples of your experience and how those skills match the position.
- Big trend is Behavioral Interviewing (based on past experiences).
- Refrain from talking too much (or too little).
- Do not bad mouth previous employers or managers.

Interviewing Tips:



- Ask who you will be interviewing with in case it is a group interview. Also good for preparing thank you notes/cards in advance.
- Firm handshake.
- Smile/relax!
- Eliminate any distractions
- Ultimately, those who are offered the job its because they are qualified (resume) and they are a good fit for the organization (interview).

Job Search Trends:

- Where are jobs being posted?
- Importance of Social Networking
- Online Applications (can take personality out of a resume)
- Electronic/Skype Interviewing.
- Generational trends in the workplace. Why does it matter?





Resources:

- Bureau of Labor Statistics.
<http://www.bls.gov/k12/index.htm>
- Career Overview.
<http://www.careeroverview.com/>
- Occupational Outlook.
<http://www.bls.gov/oco/>
- Salary Information:
<http://www.salary.com/>
<http://www.salaryfinder.com/>
- Local Resources:
 - Colorado Workforce Center
 - Resort Recruiters
 - Colorado Mountain College
 - Jobing.com

Questions?



- Resume Examples:
The Good, The Bad, The Interesting!

