



2011 DallasHR
Workforce Readiness Committee

Resume Creation & Job Search Cycle



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The Job Search Cycle



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Create your Resume

- YOUR RESUME = *A brief account of one's professional or work experience and qualifications.*
- Start with the headers and slowly fill in the blanks.
 - Step 1: List all Employers, dates & job titles in sequential order
 - Step 2: List all military titles, dates and locations
 - Step 3: Education
 - NOW: Fill in the blanks of your job duties/responsibilities... even the smallest duty
 - Step 4: Skills, now that you have remembered all that you have learned, list your skills.
 - Step 5: Objective... what kind of opportunity are you looking for?
 - Step 6: Format & Edit.... see example, copy and paste your information into this format.
- Make your resume better! Use action verbs when describing your responsibilities.
 - Poor Example: Responsible for scheduling employees work hours.
 - Good Example: Scheduled 25 employees rotating work hours each week
 - Tool: <http://www.seekingsuccess.com/articles/art110.php>
- Edit your resume.... **Make sure to spell check, have at least 2 friends read your resume to find mistakes.**

Get your resume out there!!

- **Post your resume**
 - ✓ CareerBuilder, Monster, Jobbingtree.com, workintexas.com
 - ✓ Google industry specific sites to post your resume on
- **Finding Job Openings**
 - ✓ Indeed.com, Craig's list, LinkedIn, Twitter
 - ✓ Search recruiting/staffing firms in your geographic area as well as your experience. Submit your resume to these firms and get in contact with a recruiter.
- **Submitting to job postings**
 - ✓ Read the job description
 - ✓ Now, match up your experience & skills, are you a potential fit?
 - ✓ Tailor your resume for this opportunity – if the experience needed in the job description is not on your resume, you will not move forward.
 - ✓ Submit the updated resume
- **Now be accessible and ready to answer calls/emails from hiring managers**
 - ✓ Please make sure to have a **professional** Voicemail, Email address, and/or Facebook Profile
 - ✓ When answering your phone... answer professionally, please no children or loud noises in the background --- this is part of your 1st impression.

Preparing for your Interview

- **Why do companies interview?** They want to know...
 - How do you present yourself?
 - What are your related skills/experience to the job they are trying to fill?
 - Will you be a personality fit?
- **Strive to be one of the first candidates interviewed and complete prerequisites.**
- **Preparation for Interviews**
 - Study your resume
 - Study the job description (again)
 - Yes, I have this experience/skill (highlight)
 - No, I do not have this requirement/preference
 - Study the company (Google & the company website)
 - Reflect on strengths/weaknesses
 - Make a list of your strengths (remember you can use military experience)
 - Yes, you do have a weakness...Communicate your weakness as an opportunity for improvement. Do not be so honest they do not want to hire you! =)
 - Interviewing = **Selling Yourself!**
 - Practice common interview questions. Have a close friend interview you. Interviewing is just a skill that improves with practice!
 - Figure out what you are wearing to your interview in advance. This gives you time to iron or get your suit dry-cleaned!

The Interview

- Greet receptionist with smile, be confident and friendly to everyone
- Make sure to greet interviewer with strong handshake, eye contact and sit-up straight!
- Answering the questions...
 - Do not get too personal... (TMI) Looking for an employee, not a best friend
 - Stick to the facts: Work history, Relevant experience/skills, No life stories
 - LISTEN! Make sure to answer the question. If you do not have an answer immediately, pause get your thoughts then speak
 - Avoid... “umms, uh, sighing, etc.”
 - Smile & stay confident!
- Listen to what the interviewer tells you about the job.
 - If you feel this is a fit, tell them why you would be a fit for this opening.
- Ask the interviewer questions:
 - How long have you been in this role?
 - How do you feel about the future and stability of this company?
 - How long has the position been open?
 - When do you want to make a decision in regards to this opening?
- Last question... anything else you would like to add?? YES!
 - Never say no, instead... Your interest level in the opportunity & Why you are the best person for the job
- Exit:
 - Thank you so much for your time, I am very interested in this opportunity
 - What is the next step? (if they have not told you) If they have, I look forward to hearing from you within ____ (whatever they said – within the week)
 - Try to get a business card!
 - Thank the receptionist... if you could not get a business card, ask the receptionist for one.

After the Interview:

- Immediately write a thank you note and mail to the interviewer. Make sure to double check spelling and grammar. You will want to thank them for their time, and reiterate your interest in the position. Does not have to be a letter, just a few lines to show your gratitude for the opportunity to speak with them.
- Follow-up the afternoon they told you they would make a decision. Follow-up: means 1 phone call/voicemail.
- If no response, email the following day.
- If still no response, wait 1 to 2 days and call in to ask the receptionist if she can provide insight.

The Search

Job Boards

All request keywords

- Monster.com
- Careerbuilder.com
- Workintexas.com
- Jobbingtree.com

Recruiters

- Insert keywords to find candidates that match the job description

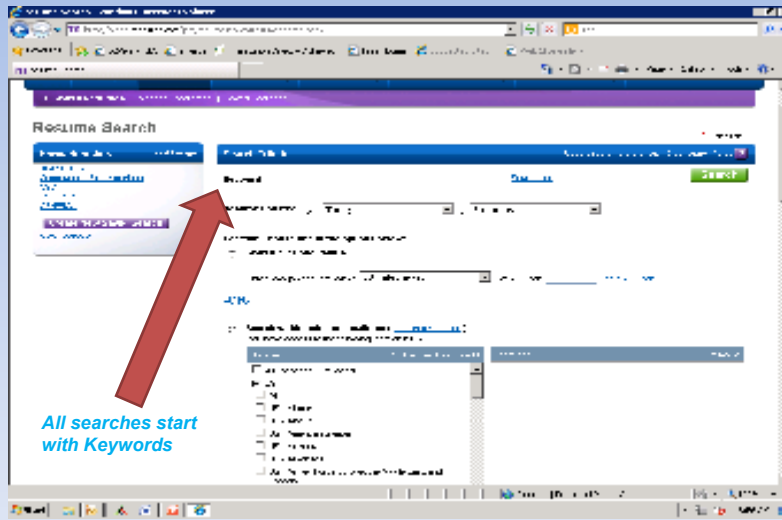
KEYWORDS

- Language (Bilingual/Spanish)
- Software
- Work environment
- Certificates

You can find common keywords that match YOUR job objective by researching job descriptions

If you do not have keywords in your resume then your resume will NOT show up in searches....

What Recruiters See when on Job Board searching for Candidates:



All searches start with Keywords