

Job Search Preparation

Resume*

A resume is the first impression and introduction to your future employer. Therefore your resume should be personalized and error free. Be unique, thorough and allow your personality to show. When writing about your experiences always use action words such as, organized, created and demonstrated, etc. Use short phrases not complete sentences to describe your skills and experiences. You will also need to provide references, so always ask for permission before you use someone's name and information. Finally, have various people proofread your resume for errors; spelling, formatting, grammatical. Then print your resume on paper that is heavier, light-colored: cream/beige.

Cover Letter*

Before an employer will review your application he/she will look over your cover letter. A cover letter is personable and should state how your acquired skills and experience will be of benefit to the employer. Be sure that the cover letter is addressed to whom ever is responsible for hiring new employees.

- Ask a reliable source to read and edit your cover letter before you send it.
- Customize your letter as much as possible by acknowledging the reader and the employer.
- Focus on what you can offer the employer and express your career aspirations and goals.
- Establish what makes you different from other candidates.

The Interview

Now that you have made it past the cover letter and resume stage, you are ready for the interview. Relax. It's normal and expected that you are nervous, and the best way to deal with anxiety is to be prepared. The most important thing that you can do is to be yourself. Interview Tips:

- Dress appropriately, males- dress shirt/slack and tie/dress shoes, females- skirts/dress at least at knee length, stockings, dress shoes.
- Arrive 15 minutes before your appointment.
- A strong handshake, good posture, eye contact are important.
- You only have 20 –30 minutes in an interview, so make the most of your time. The interviewer will want to know about you, what your future goals are, what you can bring to the company and the experiences that you've had in the past.
- Be sure that you know a lot about the employer.
- If you have one, bring a portfolio of work, awards and projects.

Sample Interview Questions You may be Asked:

- Tell me a little bit about yourself.
- Why did you choose this field to work in?
- What are some of your strengths? Your weaknesses?
- I see on your resume that you worked at _____. Can you tell me a little about what you did there?
- Tell me about a difficult time in your life and how you handled that situation.
- What made you interested in our company? Where do you see yourself in 5 yrs? What is your career goal?
- What will you bring to our company? Why should we hire you?

Follow Up Letter*

A follow up letter or thank you note is important. Sending a note after your interview is an added element that may help your employment opportunities. Even if you do not get the job that you applied for, a thank you letter may help to keep your name fresh in the employer's mind. Remember to make the note personalized to your interview.

* (Examples on AHS Website – Counseling Dept.)

Timeline

OCTOBER – DECEMBER

- Identify businesses of interest
- Work on resume, cover letter and getting references

JANUARY – MARCH

- Finalize resume, cover letters
- Continue to research job opportunities

APRIL - MAY

- Apply online or in-person to businesses
- Visit Michigan Works – jobs and training programs
- Visit local temp/staffing agencies - Kelly Services, Manpower, Fasco, etc.

Tips for finding Employment

Network – 80% of jobs are not posted

- Talk to your relatives, neighbors, church members, friends – they may know of jobs that are available.

Volunteer

- You may have to volunteer to get your foot in the door. If you do a good job volunteering, it may lead to a job.

Internet

- You will find posting for jobs online, via newspaper, sites-career builder, monster, etc.

Think outside the box

- Do you want a job in culinary – look at local colleges dining/catering services department. Hotels w/ full service,
- Interested in working in sales – look at banks, retail stores, etc.
- Automobile – try going to local car repair shops or car wash.

Job Fairs

Operation Serve: Community Career Expo

Wednesday, November 6, 2013

10:00am - 2:00pm @ Siena Heights University

MiVirtualCareerFair

<http://www.michiganvirtualcareerfair.com/>

Wednesday, November 13, 2013

10:00am - 4:00pm