

Job Hunting Tips for Friends of STRe Solutions

Resume Preparation

The resume is your marketing brochure
Its objective is to get you an interview

- Create a resume that is simple and straightforward
 - (don't complicate matters)
- Include your email address on the resume in a "link" format
 - (your cell phone number as well)
- List your achievements, awards, and accomplishments
 - (these can only enhance your candidacy)
- Leave an "Objective" off of your resume
 - (unless you have a very specific job focus)
- Use a historical format
 - (this is the expected format.....don't reinvent the wheel)
- Include the years of employment for each position listed
 - (ensure that there are no holes in the chronology or explain the gap)
 - (include a brief synopsis of company—industry, revenue, public vs private)
- Summarize/consolidate your consulting engagements
 - (if you are contracting while seeking employment, add it to your resume)
- Limit the resume to two pages; three pages maximum
 - (any more will not be read)
- Have someone other than yourself proof read the resume
 - (four eyes are better than two)
- Email your resume to the prospective employer
 - (hard copies are easily lost)
- If using a cover letter, keep it short and to the point
 - (don't restate your resume.... the cover letter should only be used as an attention getter)

Networking

“Activity Breeds Activity”

- Use as many sources as possible
 - (start with family, friends, neighbors, colleagues, customers, vendors, associates, etc. Ask them for introductions and referrals)
- Professional/Trade Organizations
 - (take a look at that junk mail that you have been tossing)
- College Career/Alumni Office
 - (begin with your alma mater and local universities as well)
- Cold Calls/Direct Mail
 - (send to the CEO and follow up with a call)
- Job/Career Fairs
 - (these will give you an idea of who is looking for talent)
- Online Job Sites
 - (don't merely submit your resume....try to network it)
- Corporate Career Centers
 - (if you have been caught in a reduction in force, by all means use it)
- Social Networking
 - (use LinkedIn, Spoke, etc.)
- Recruiters/Search Consultants
 - (visit/meet with a select number of firms 4 to 6.....you represent a commodity to them)
- Pounding the Pavement
 - (get out there.....the jobs will not come to you)

Follow-up... Follow-up... Follow-up



Interviewing

Remember the Boy Scout motto: “Be Prepared”

Preparation

- Learn as much as possible about the organization
 - (preparation matters)
- Have a specific job or jobs in mind
- Review your qualifications for the job
- Be prepared to briefly describe your experience and how it relates to the job
- Be prepared to answer broad questions e.g. “Why should I hire you?”
- Practice an interview with someone
 - (role play the difficult questions....this will bolster your confidence)

Personal Appearance

- Dress appropriately
 - (do not over or under dress)

What to bring

- Bring a copy of your resume
 - (don't presume the interviewer has one handy)
- Bring a copy of references
 - (you will need them anyway)

The Telephone Interview

The objective of the phone interview is to get an in-person interview

- Stand up during the conversation
 - (it will help you project)
- Have your resume handy as a reference tool
- Be in a quiet space
- Ensure good telephone reception
- Avoid interruptions at all cost

The “In-person” Interview

The objective of the interview is to get a “next step”

- Be early
- Know the name of your interviewer
- Greet the interviewer(s) with a firm handshake
- Use good manners
- Relax, be a good listener, and answer each question concisely
- Use proper English.....no slang
- Be cooperative and enthusiastic
- Use good eye contact and positive body language
- Ask questions about the position and the organization
- Avoid questions whose answers could be obviously found on their web-site
- Avoid initiating questions about salary and benefits
- Thank the interviewer for their time and consideration when you leave
- Email a short thank you note to the interviewer(s) that is personalized and emphasizes why you would be the right hire. Use information you learned from the interview

Questions: Contact STRe Solutions at 408-861-1200

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