

Your first impression is a lasting impression. Make it count.

- The interviewer has usually formed an opinion within the first five minutes of the interview that will stick throughout the process.





## Be a 'One-Hundred Percenter'

- Phone Inquiries
  - Job Profiles
  - Electronic Resumes
  - Job Fairs
  - Networking Events
- 



# The Resume




- **Functional:**

- Good to use when applying for a specific objective.
- Focus is on skills. De-emphasizes dates and amount of experience.

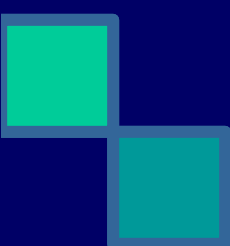


- **Chronological:**

- Most accepted form of resume.
  - Start with recent position and move backwards.
  - Good tool for showing growth in skills and responsibilities.
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# What should your resume include?

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- Accurate contact information
  - E-mail address as well as phone number
  - Responsibilities
  - Achievements
  - Education and Professional Training

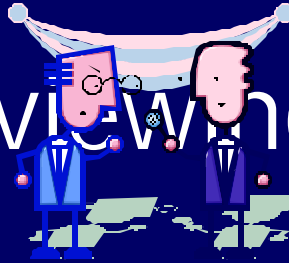


# Key Ideas:



- Short on description, long on results.
- Ask yourself how you have contributed to the company and make sure your resume conveys this.
- Your resume is your tool. Sell yourself. List achievements before responsibilities.
- Tailor the cover letter, summary and objective to the position for which you are applying.

# The Interviewing Process:



Telephone or Screening Interview	Behavioral Interview	Technical Interview
Management Interview	Case Interview	Group or Panel Interview
Gestimates	Reference Checks	Salary Negotiations

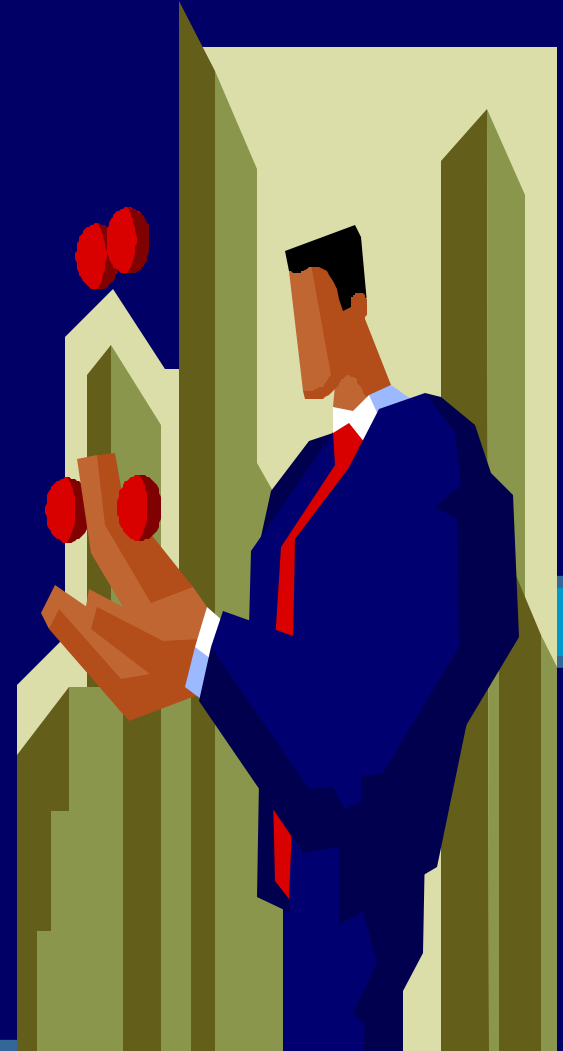
# Preparing Yourself

- The number one complaint interviewers have is that candidates have not researched the company very well.
- Know the company:
  - How large?
  - What products or services does the company offer?
  - Who are the key people in the organization?

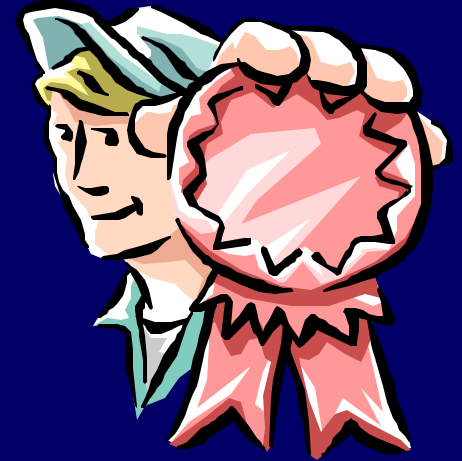


# The Two Minute Elevator Speech

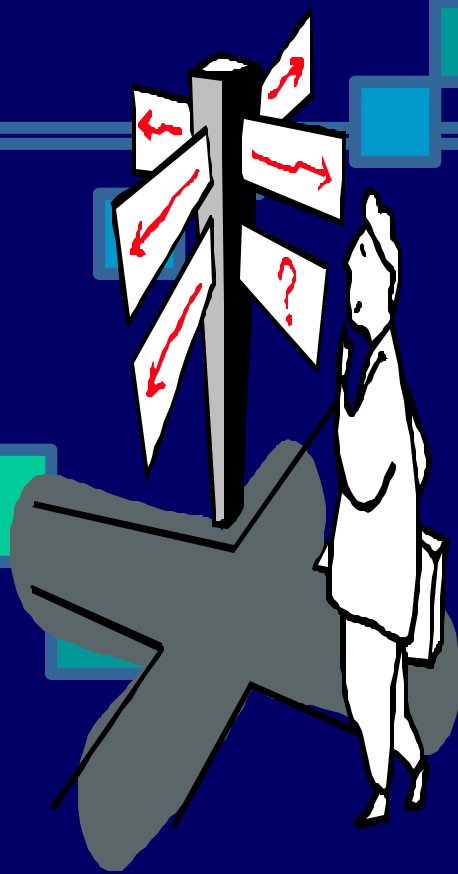
Be prepared to explain your goals, contributions, and career path at any given point.



# Top 5 Tips



1. Present a positive attitude. Smile.
2. Listen attentively.
3. Communicate professionalism and enthusiasm.
4. Manage questions with positive content. Don't talk yourself out of a job.
5. Get the interviewer to like you.



# Resources

- [www.vault.com](http://www.vault.com)
- [www.careerbuilder.com](http://www.careerbuilder.com)
- [www.brassring.com](http://www.brassring.com)
- [www.wetfeet.com](http://www.wetfeet.com)
- [www.careerweb.com](http://www.careerweb.com)
- [www.americasjobbank.com](http://www.americasjobbank.com)