



Securing the Job You Want: Successful Resumes and Interviews

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Successful Resumes





Successful Resumes are have ONE thing in common
– they are uniquely tailored to the opportunity they
are seeking. A SINGLE resume for every job to
which you apply does not equal success.

1 resume + Every application ≠ success





Resume Presentation

Follow these tips:

1. Use quality paper, not colored paper.
2. Does your resume paint a picture of you to the prospective employer?
3. Does your resume use active, not passive voice?
4. Does your resume summarize and organize the most pertinent information about you, as it relates to the employer's needs and the job's requirements?
5. Does your resume emphasize competence and compassion while omitting "questionable" information?
6. Does your resume use key words noted in the job announcement?
7. Have you "Googled" yourself to learn what your "internet" resume reveals?
8. Employers review your cyber footprint. What does your Instagram, Tweets, Facebook, etc. reveal about you? What information has been revealed by your friends? Clean it up before the employer finds it.
9. Use or create a "professional" email account.



Resume Presentation

Remember:

1. Accuracy
2. Brevity
3. Clarity
4. Consistency
5. Emphasize results.



I've submitted my resume.
I think I am the best candidate
for this job. Now what?





PREPARE





I've always considered myself to be just average talent and what I have is a ridiculous insane obsessiveness for practice and preparation. – Will Smith

I feel that luck is preparation meeting opportunity. – Oprah Winfrey

The future belongs to those who prepare for it today. – Malcolm X

I prepare to the point where instinct take over...- Steph Curry

If you are confident you have done everything possible to prepare yourself, then there is nothing to fear. – Michael Jordan





Telephone Etiquette

Follow these tips:

1. Speak clearly.
2. Do not shout OR whisper.
3. Do not eat or drink or chew while on the telephone call.
4. Excuse yourself to a quiet location for the telephone call.
5. Make sure that you are not distracted.
6. Do not use slang or curse words.
7. Never address an unfamiliar caller by his/her first name.
8. Listen. Do not interrupt the caller.



Telephone Etiquette (con'd)

Follow these tips:

9. Answer the telephone professionally and with a greeting that does not include slang or poor speech.
 10. Ending the call – thank the calling for contacting you to schedule the interview. Repeat the location and time back to the caller to insure that you recorded this information. Explain that you look forward to the interview and again thank them for calling.
- * Please insure that both your voice mail and recorded greeting are professional. If you have music as part of your recordings, be sure that the music contains no cursing or offensive language.



Telephone Etiquette (con'd)

DON'T FORGET:

Companies are often using telephone interviews as the preliminary step in the selection process. Your telephone etiquette, coupled with preparation (knowledge about the organization to which you are seeking employment) can make the difference in whether an in-person interview is scheduled.



Email Etiquette

Follow these tips:

1. Have a clear subject line.
2. Include your signature and contact information.
3. Use a professional greeting.
4. Do not use slang or curse words in your message.
5. Do not use internet slang (i.e., idk, lol, smh).
6. Do not use humor or internet symbols.
7. Proofread. Proofread. Put it aside. Reread and proof again.
8. Create your responses as “stand-alone notes.” Include the subject and any reference to previous emails.
9. Use or create a “professional” email account.



Interview Preparation

Follow these tips:

1. Research the employer.
2. Research the specifics about the actual job you are seeking.
3. Prepare for common interview questions.
4. Practice the interview – focusing on speech, tone and providing clear and concise responses. What message are you sending with your tone, body language or appearance?
5. Do not use internet slang (i.e., idk, lol, smh).
6. Preplan your travel to the interview so that you're early.
7. Get a good night's rest!



The Interview

Follow these tips:

1. Arrive 15 minutes early.
2. Bring at least 2 extra copies of your resume.
3. Be able to explain why you want the position.
4. Proactively explain and address any resume “issues.”
5. Have positive energy, attitude, tone and posture.
6. Be assertive, friendly and confident. This is not arrogance.
7. Listen. Answer what is asked.
8. Leave with a positive last word!



The Interview

Be able to succinctly address:

1. Why should I hire you at not someone else?
2. What can you offer differently from another candidate?
3. How will your skills reduce managerial burden?
4. Tell me a little about yourself.
5. What is your greatest weakness?
6. Tell me about a challenge you faced in the workplace and how you addressed it.
7. Where do you see yourself in 5 years?
8. What business would you love to start?



The Interview (con'd)

Be able to succinctly address:

9. Describe your dream job.
10. What can of work environment do you like best?
11. What is your leadership style?
12. How would your manager describe you?
13. If selected, what can we expect from you in your first 3 months?
14. What questions do you have for me?
15. Why do you want to work here?



The Interview (con'd)

REMEMBER:

YOUR RESUME CLEARLY DEMONSTRATES YOU
HAVE THE APPROPRIATE SKILLS. THE
INTERVIEW IS WHERE JOBS ARE LOST.
EMPLOYERS ARE LOOKING FOR "SUITABILITY."

