



# Of Job Hunting

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# Do Network

- Attend job fairs
- Get involved
- Volunteer for community events
- Develop your elevator speech
- Practice ways to “shine”





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# Do Consider a Business Card

- Another way to shine!
- Especially useful if you're still working
- [www.vistaprint.com](http://www.vistaprint.com)
- About \$25 for 500





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# Do Create a LinkedIn Profile

- Compare to resume, especially dates and titles
- Seek and give endorsements and recommendations
- Use a professional picture
- Include leadership and community involvement





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# LinkedIn Don'ts

- Don't include personal information in profile
- Don't post or repost political, religious, non-professional items





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# Do Consider a Recruiter

- No cost to you
- May have access to jobs not advertised to general public
- May be able to negotiate a better salary, vacation, etc.





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# Do Review Your Resume



- Have others review
- Start with personal profile that mirrors your LinkedIn profile
- Do consider using initials if gender or ethnicity could be a roadblock
- Do list measurable or observable accomplishments
- Do include links to LinkedIn, web page, blog, etc.





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# Resume Don'ts



- Don't include “objective”
- Don't include photo, or any personal information
- Don't necessarily limit to one page
- Don't lie!







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# Do Review Your Social Media

- Do realize that employers may review your posts and photos





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# Complete Applications Fully, but...

- Do document all applications you submit
- Don't include personal information – gender, age, marital status, hobbies, religious beliefs, social security number, etc.





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# Do Review Companies



- Do review companies to which you apply
- Check out web page, LinkedIn page, Facebook page, etc.
- Note items that are important to you (values, benefits, size, corporate or satellite office, etc.)
- Note items that relate to your experience, interests, skills, etc.





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# Do Follow Interview Best Practices

- Dress for Success
- Wear neutral clothing – no distractions
- Arrive 10-15 minutes early – not too early and not late
- If you will be late, call ahead for instructions
- Do bring copies of your resume





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# Do Follow Interview Best Practices

- Do bring pen, something to write on
- Do bring examples of your work – portfolio, flash drive, etc.
- Do listen!
- Do watch your body language
- Do ask for business cards from those you meet





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# Interview Don'ts

- Don't bring up salary
- Don't bring up vacation
- Don't talk over interviewer
- Don't discuss personal items





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# Do Follow Interview Best Practices

- Do ask questions, be engaged!
- Do ask for the job!
- Do follow up – emails good, additional US Mail note better
- Email all that interview you, but personalize each message





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Do have faith.

The right job is out there for you!







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