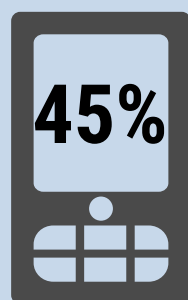


Job Seeker's Guide



45% of job seekers use their phones to search for opportunities at least once a day

92% of companies use social media to assist with hiring

38M jobs found using LinkedIn, Twitter, and Facebook



80% of jobs are gained through networking!



Writing Your Resume...

Establish a daily routine during your job hunt. Set aside time for browsing openings, updating materials, and applying!

Do

- ✓ Utilize data to show your accomplishments
- ✓ List CURRENT contact information
- ✓ Highlight your most relevant experiences
- ✓ Use key/buzz words for specific role(s)
- ✓ Use bullet points instead of paragraphs
- ✓ Format properly: chronological order
- ✓ Customize your resume for each job you apply to
- ✓ Optimize for Applicant Tracking Systems
- ✓ Use a lot of white space



Don't

- ✗ Send a resume with spelling errors
- ✗ Be misleading
- ✗ List references
- ✗ Include obvious skills
- ✗ Use personal pronouns
- ✗ List salary expectations
- ✗ Include a picture



In 2000, 22% of resumes were submitted via email or posted on the web. Today, 90% are posted online, or sent via email



A recruiter will spend an avg. of 5-7 seconds on your resume



75% of applicants' resumes are eliminated by an ATS (Applicant Tracking System) for typos, complicated formatting, etc.

How to optimize for ATS:

- Do not use templates
- Use simple formatting
- Customize each resume
- Use keywords and phrases in context
- Edit carefully

76%

of resumes are discarded due to an unprofessional email address



ON AVERAGE, EVERY CORPORATE JOB ATTRACTS 250 RESUMES



INTERVIEW PREP

BE PREPARED

This may seem obvious, but take the time to research the company! Interviewers will ask questions to see if you are prepared.



KNOW WHERE YOU'RE GOING

Look up the interview location BEFORE the day of your interview. Make sure you know how to get there and how long it will take.



DRESS APPROPRIATELY

Different companies have different standards - Make sure you know the dress code and abide by it. First impressions are everything!

BE ON TIME!

That means 15 minutes early. If there's an emergency, call and notify the employer ASAP!



BRING A PEN

It will come in handy for signing in and taking notes.

HAVE EXTRA RESUME COPIES Always have additional copies of your resume on hand. You never know how many people you could be interviewing with.



THE INTERVIEW

SHAKE HANDS

Begin with a firm handshake - Not too hard, but firm.



BE CONFIDENT

Out of all those resumes, they picked you - Don't be afraid to speak highly of yourself and what you can do to elevate the company.

MAINTAIN EYE CONTACT

Looking down & gazing away can be seen as a lack of confidence.



TAKE NOTES

Be sure to jot down important points-- This also shows the interviewer that you're engaged.

TALK SALARY & BENEFITS

Don't be pushy, but make sure you have a complete understanding of your would-be salary, and benefit options.



ASK QUESTIONS

Failing to do so shows a lack of interest! Come armed with Q's. For example, "What do you enjoy most about working here?"



DISCUSS NEXT STEPS

If you still want the role, make it clear. Ask "What is the next step in the hiring process?"

