POCKET RESUME

Preparing for Job interview:

- ▶ Learn about the company
- ▶ Have a specific job in mind
- ▶ Review your job qualifications
- ▶ Practice answering possible interview questions

Appearance:

- ▶ Neat and clean
- ▶ Appropriate clothing
- ▶ Tasteful makeup

What to take with you:

- ▶ This pocket résumé
- ▶ Small pad and pen
- ▶ Sample of your work if applicable

Possible Interview Questions:

- ▶ Tell me about yourself?
- ▶ Why are you interested in the job?
- ▶ Why are you the best candidate?
- ▶ What are your strength/weaknesses?

Questions to ask:

- ▶ How is a typical work day?
- ▶ Can this job lead to other opportunities?
- ▶ Can I contact you by phone or email?

The actual interview:

- ▶ Be prompt.
- Unless the interviewer uses your name, introduce yourself politely.
- ▶ Shake hand briefly, but firmly.
- ▶ Answer questions directly and honestly.
- ▶ Be polite, professional, and cooperative.
- ▶ Ask questions and show enthusiasm.
- ▶ Thank the interviewer(s) for their time.

Follow-up:

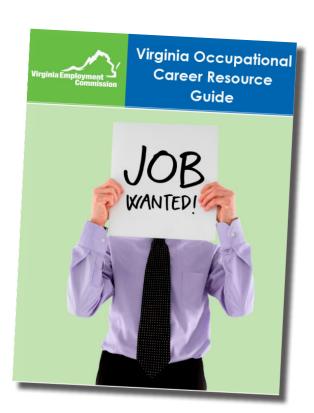
▶ Write a thank you email within 24 hours of interview

A Great Resource for Career Planning

The <u>Virginia Occupational Career Resource Guide</u> is a publication that is designed to assist students and job seekers who are looking for information to aid them in researching and finding a new career. Information is provided on a variety of career choices, how to plan for a career, education needed to qualify for various jobs, how to apply and interview for jobs, and much more.

The guide is divided into four sections:

- ▶ Career Planning and Education this section explains career clusters, how to understand occupational growth trends, the differences between wages and salaries, and the types and level of education needed to achieve your career goals.
- ▶ Overview of Virginia Occupations the tables found in this section give a sampling of various careers found in each career cluster. The samples will show a mix of job growth, median annual salary, and education attainment in order to present a picture of how varied careers can be in each career cluster.
- ▶ Starting Your Career This section provides articles on job searching, applying for jobs, writing a résumé, preparing for a job interview, and more.
- ▶ **Resources** This section is loaded with links to resources for education, job search sites, career support, and occupational information and workforce data.



Find the Virginia Occupational Career Resource Guide online at: www.VirginiaLMI.com



Job Searching Tips

5 Steps to a Successful Job Search



STEP 1 - JOB SEARCH

The Internet has become a powerful tool for today's job seeker. **The Virginia Workforce Connection (https://www.vawc.virginia.gov/vosnet/Default.aspx)** is Virginia's online source to connect with potential employers, search for jobs, find training opportunities, and research wage data along with industry and occupational trends.

To search job openings for state and federal government jobs, go to Jobs.Virginia.gov (http://jobs.virginia.gov/) and USAJobs (https://www.usajobs.gov/)

Job and career fairs are opportunities for a job seeker to talk with multiple job recruiters and companies who are hiring. These fairs are often hosted by companies, industries (such as the hotel and restaurant industry), community colleges, or state employment agencies. Job and Career fairs give the job seeker an opportunity to network, make positive first impressions, and learn about companies and what it's like to work for them. Check the **Virginia Employment Commission's website at: http://www.vec.virginia.gov/find-a-job** for job fair announcements around the state.

The Classifieds section of your local newspaper has job listings. The newspaper's online site also has a classified section with job listings.

STEP 2 - RESUME

If you want to be considered for a job opening, writing or updating a résumé is very important these days because your résumé is going to be reviewed by *software* as well as a hiring manager.

Valuable tips for writing a résumé:

- Review Résumé samples.
- Choose a résumé type or use a résumé template.
- Use keywords that directly target the jobs you are interested in.
- Proof your résumé.

STEP 3 - APPLYING

Applying Online. In today's job market, most job applications are only available online. The most important thing to remember when filling out an online application is to follow the instructions in the job posting. Companies think less (or will ignore) applicants who don't follow the instructions. If the listing says send a cover letter, write one. When the help wanted ad says send a PDF, don't send a Word document.

Applying in Person. Although most professional jobs require online applications, there are some industries that still accept applications in person, such as retail and hospitality jobs. Be sure to dress appropriately, be polite, introduce yourself when asking for an application, and take time to fill out the application correctly. It is helpful to have your information, such as education and past work history, written down ahead of time so you can use it as reference when filling out your application. (*The Pocket Résumé included in this flyer is perfect for that purpose.*)

Some employers may have hiring kiosks instead of paper applications. With this type of system, you fill out the application on a computer on site.

STEP 4 - INTERVIEW

Interviews are your chance to promote your skills and abilities. Interviews also give you a chance to find out if the job and company are right for you.

Interview Tips:

- Review and practice answering common interview questions such as your strengths, work flexibility, leadership skills, ability to learn new things, and ability to solve problems.
- Make a list of questions you might have about the job such as job responsibilities, what equipment or computer programs might be used for the job, and is there a possibility for future promotion.
- Be prepared by bringing extra copies of your résumé, letters of recommendation, and certification letters or licenses that are applicable to the job for which you are applying.
- **Arrive early** to the interview. Be sure to plan ahead for travel time and parking.
- Dress appropriately for the job you are applying for.
- Turn off your cell phone.
- **Shake hands** before and after the interview.
- **Give honest and direct answers**. Be sure to smile and make eye contact.

STEP 5 - FOLLOW-UP

Follow up with an email a week or so after you've submitted your materials to check on the status of your application. If you don't hear back soon after applying, follow up, and if you still don't get a response, forget it. Don't feel bad if you don't get a response.

If you had applied in person, stopping back in to check on the status of your application will show that you are really interested in the job.

If you had an interview, send a thank you email the day after your interview. Just like following up on an application, if you don't hear back in a week or two, send an email asking if the position you had interviewed for has been filled.

Don't sit and wait. While you are waiting to hear back from a job interview, continue looking and applying for jobs just in case you don't get offered the job.

POCKET RESUME

Fill out this form and keep it to assist you with applications and job interviews.

EDUCATION	
School	
Address	
Vlajor/Diploma/Degree	
Dates Attended	
School	
Address	
Vlajor/Diploma/Degree	
Dates Attended	
PREVIOUS EMPLOY	MENT
Employer	
Address	
Phone	
lob Title	
Dates of Employment	
Employer	
Address	
Phone	
lob Title	
Dates of Employment	
REFERENCES	
Name	
Relationship	
Address	
Phone	
Email	
Name	
Relationship	
Address	
Phone	
Email	
OTHER SKILLS example: compute	er, trade, military service, etc.)