



Finding and Preparing for a Job



Resumes - Where do I start?

Top 10 Resume Builders:

<https://www.kickresume.com/en/help-center/10-best-resume-builders/>

Resume building sites are a great way to get started and help with formatting

Example: <https://resume.io/>

ChatGPT



Build a resume around the job posting

Great sites to use while looking for a job:

<https://www.indeed.com/>

<https://www.monster.com/>

<https://www.ziprecruiter.com/>

ALWAYS check the company site!

Have a **Professional Email**

partyboy4life@gmail.com

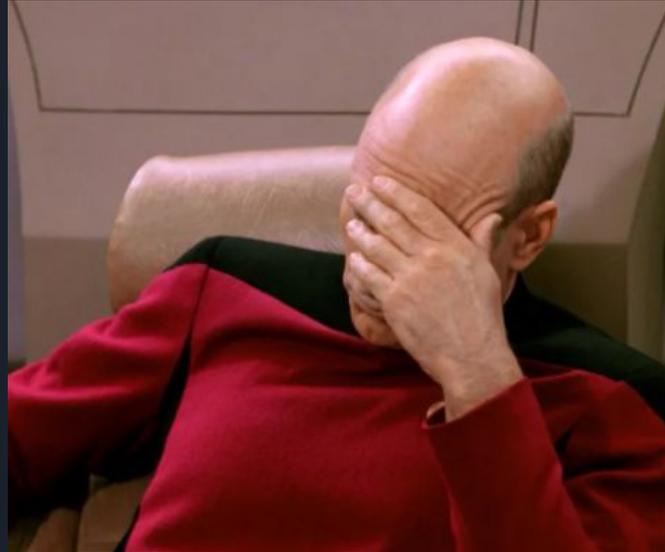
=

partychicka@gmail.com

Instead use:

JohnSmith@gmail.com

JohnSmith09@gmail.com





Writing a resume

Job Posting - Project Manager

- Performs daily management of project schedule, CRM, and assigned project resources –accountable for the effectiveness of all assigned project resources.

Don't use words like “I did this” or “I did that”

I did daily management of project schedules.

Instead use strong verbs like oversaw, organized, accomplished and make it your own

2 years of experience in managing project schedules and creating a collaborative relationship with customers throughout the CRM process.

Get your resume to the interviewer

- Beat the BOT!! - If possible use all the words in a job posting
- Connect and reach out to the recruiter directly
 - Email
 - LinkedIn
 - Have a friend make the connection
- Work with a headhunter

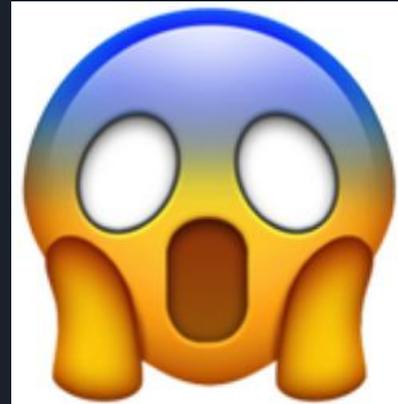




Finding a Job Walkthrough

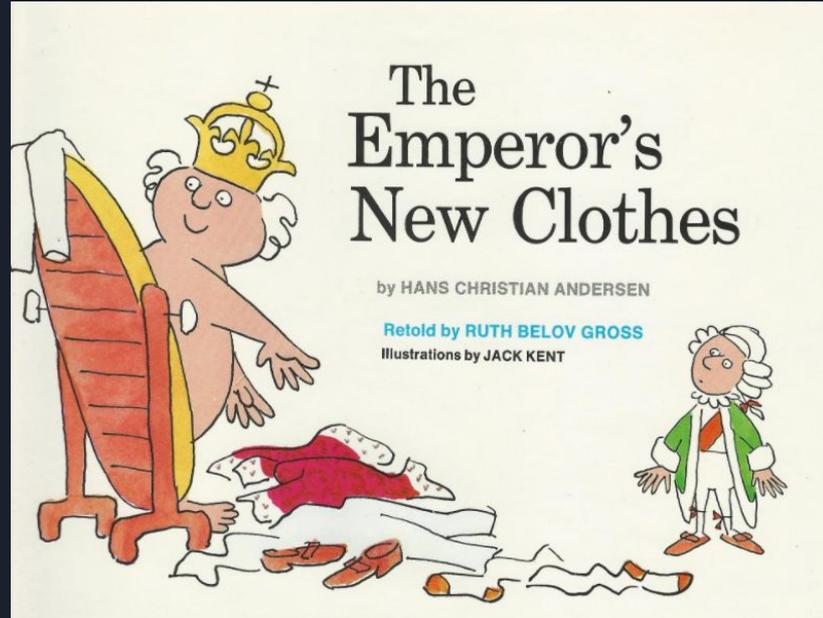


I got an interview! Now what??!?!?!?



Don't be fooled - Dress to impress!

- The golden rule is to always dress up (Even if its on Zoom!)
 - Sport Coat
 - Button up shirt/Blouse
 - Dress Slacks
 - Dress shoes
 - Tie?



Come prepared



PREPARATION
It can only lead to success

- Lookup the person who is interviewing you on LinkedIn and make notes about their professional background.
- Research the company and make notes about things you find exciting they are working on.
- Arrive 10 minutes early to your interview.
- Bring multiple printed out copies of your resume.
- Bring a notebook to write in - even if you don't plan on writing in it.



Practice the standard interview questions

- Why do you want to work here?
- Why did you leave your previous job?
- What are your greatest strengths?
- Tell me about a difficult work situation and how you overcame it?
- Do you have any question?
 - Always ALWAYS have questions ready to ask them. It can be things like.
 - What would a typical day look like in this role?
 - What are some of the biggest challenges your facing in your area?
 - What do you need from this role day 1?



The dreaded “What is your greatest weakness” Question

- Employers want to know they are hiring someone who is self aware and can recognize they have areas they need to improve upon.
- Your goal is to present a shortcoming but then follow up with what you are doing to improve in that area. Always end on a positive note.

Example:

Earlier in my career I noticed that because I was so enthusiastic about my work, I had a tendency to say ‘yes’ when I should have been saying ‘no.’ At one point I ended up so overwhelmed by my workload and taking on so many projects that I was working evenings and weekends. It was stressful and that stress affected my production quality. I realized this was counterproductive so I started using workload management tools to set better expectations for myself and my teammates.

Lets talk \$\$\$\$\$

- Some job postings have the salary range listed. For those that do not, lookup the job on glassdoor for your area and see the average salary for that role.
- Weigh your experience against the compensation.
- Jordan's opinion: Let them make the first offer.
- Jordan's opinion: Always give a range.
 - Example: Im looking for between 1 million and 2 million dollars.





The Interview

- Be YOUR(professional)SELF
 - Many companies will choose someone who they feel is a better fit over someone who has more experience.
- Its okay to start with small talk before “Getting down to business”.
 - Ask about their weekend/summer plans/christmas break.
- Express excitement.
- Bring up the things you researched about the company and interviewer.
- Jordan’s opinion: Have the “story of your resume” rehearsed and ready to present.
 - Tell them the story of your career.
 - Highlight in your resume the areas where you have experience that relates to the role.
- End the interview by asking “What are the next steps?”

Follow up

- Jordan's opinion: Wait 1-3 days and if you haven't heard anything reach out to the recruiter.
 - Example. I really enjoyed my conversation with *NAME* on *DATE* about *XYZ*. I wanted to follow up with you to see if there was anything else you needed from me or if you had any other questions?
- Add the people you interviewed with on linkedin





Bombed the interview? SO WHAT!!!

The job hunting process is full of rejection and that's okay! Use each interview as an opportunity to learn and improve your interviewing skills. Write down notes after each interview of what you thought went well and what you can improve upon. There are millions of jobs out there any you only need one.



Questions?