



# Are You Prepared for the Job Search?

This checklist will help you to identify where you are in preparing for your job search. Your answers to the following questions may yield some important clues. Answer each question “Yes” or “No,” then total your answers at the end of each section to determine your level of preparation.

## Self-Awareness and Career Planning

### What you know about yourself and your work preferences

- \_\_\_ Can you clearly state your career goals?
- \_\_\_ Can you name the work activities you do best and enjoy most?
- \_\_\_ Can you identify whether you work best with people, data, or things?
- \_\_\_ Can you list at least five skills and abilities you have which apply to work?
- \_\_\_ Can you explain why you selected your major?
- \_\_\_ Have you decided whether you will consider a career which will require travel or relocation?
- \_\_\_ Can you describe your feelings about supervision and responsibility?
- \_\_\_ Can you summarize your own work experience in terms of work, education, and vocational activities?

A score of less than six “Yes” answers indicates the need to examine your work preferences more closely before proceeding with your job search.

## Job Search Readiness

### What you know about resumes, employment correspondence, and interviewing

- \_\_\_ Have you prepared a resume and had it critiqued by someone in Career Services?
- \_\_\_ Have you secured at least three professional/academic references?
- \_\_\_ Have you drafted a basic outline for cover letters to accompany your resume?
- \_\_\_ Can you describe your greatest strengths and weaknesses?
- \_\_\_ Can you list several contributions you made or things you accomplished in your jobs or activities?
- \_\_\_ Do you know at least 20 questions employers are likely to ask in an interview?
- \_\_\_ Have you thoroughly prepared answers to possible employer questions?
- \_\_\_ Have you formulated general questions to ask a potential employer?
- \_\_\_ Do you know how to research for organization information to prepare for an interview?

A score of less than six “Yes” answers indicates the need to develop your employability and job readiness before proceeding with the job search.

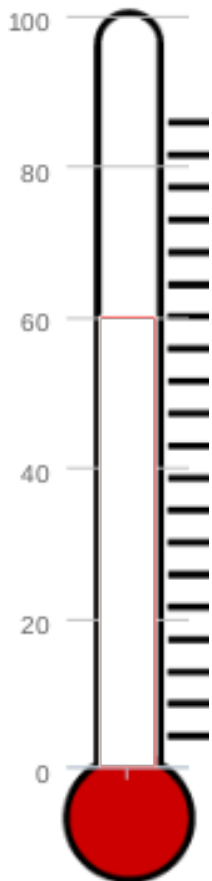
# Job Search Campaign

## What you know about conducting a successful job search campaign

- Have you identified the target career fields/ occupations for your job search?
- Have you clearly defined your geographic preferences and limitations?
- Can you identify at least three resources that list job vacancies in your field?
- Can you name at least four sources of information that could help you identify potential employers?
  
- Can you identify employers who are interviewing people with your academic credentials?
- Have you talked to professionals and others associated with your career field?
- Have you compiled a list of employers which interest you?
- Have you researched salary levels for persons in the careers that interest you?

A score of less than five "Yes" answers indicates the need to learn more about effective job search strategies.

## Job Search Readiness



**Ready**

**Almost Ready**

**Not Ready**

# Resume Basics

The basic chronological resume for new grads gives the employer an easy-to-understand timeline—your educational and work experiences appear in reverse chronological order—and features these sections:

## Name and Contact Information

**Name**  
Street Address  
City, State, Zip  
Phone Number  
E-mail Address

Make your contact information “evergreen”—that is, you can be reached at this address, this phone number, this e-mail address today, tomorrow, next week, next month. If your address is temporary, indicate that and provide the date that your address expires; offer a permanent address where you can be reached after that date.

Your contact information should be appropriate; keep your voice mail message and e-mail address professional.

## Objective/Summary

The jury is out on this section, so talk to a career counselor about whether you should include it. If you do decide to use this section, however, make sure to:

1. Tailor it to the specific position/organization; and
2. Keep it short.

## Education

**Degree, Major, Name of Institution/Location, Graduate Date, GPA (cumulative and in major), Relevant Coursework**

For new grads, education typically appears near the top of the resume.

Include your date of graduation so the recruiter will know when you are available for work.

Whether to include GPA can be tricky. Many employers (especially those with formal new graduate hiring programs) use GPA to screen candidates. As a general rule, if your GPA is 3.0 or higher, include it. If not, discuss your options with a counselor in your career center.

## Experience

**Title/Experience, Dates, Name of Organization, Location, Bulleted Description of the experience (what you did, how you did it, what you accomplished) using Action Verbs**

Internships and co-op assignments, full- and part-time jobs, and volunteer experiences can all go here, but depending on the position and circumstances, sometimes the new grad resume will feature a “Relevant Experience” section, where just those experiences relevant to the job at hand are detailed.

- o Overall, your goal is to make the information easy to find, read, and understand.
- o Use action verbs to describe what you did.
- o As possible, include keywords that match those found in the job description.
- o Highlight your "soft skills" in your descriptions.
- o As possible, quantify your accomplishments.

### **Computer Skills and Language Skills Sections**

In general, use this to identify specific abilities, such as proficiency in specific software and language skills.

### **Activities**

Although it is technically optional, this section may be very important to you: Your activities can provide evidence that you have key skills that will benefit you on the job. Holding an office or participating in student organizations, taking part in a theater production, playing on a sports team, and such all offer you the chance to show the employer you have sought-after skills-leadership, team work, communications, and more. Plus, many employers will look at this section to see if the candidate is well rounded.

### **Honors/Awards**

Include those that are relevant to the job, demonstrate achievement, or provide evidence of your skills.

*Adapted from the National Association of Colleges and Employers.*

## List of Action Verb for Resumes & Professional Profiles

<b>Management/ Leadership Skills</b>	supervised	proposed	computed
administered	terminated	publicized	conserved
analyzed	reconciled		
appointed	constructed		
approved	<b>Communication/</b> recruited		
addressed	converted		
attained	<b>People Skills</b> referred		
authorized	debugged		
chaired	designed		
considered	arbitrated	resolved	developed
consolidated	arranged	responded	engineered
contracted	articulated	solicited	fabricated
controlled	authored	specified	fortified
converted	clarified	spoke	installed
coordinated	collaborated	suggested	maintained
decided	communicated	summarized	operated
delegated	composed	synthesized	overhauled
developed	condensed	translated	printed
directed	conferred	wrote	programmed
eliminated	consulted		rectified
emphasized	contacted	<b>Research Skills</b>	regulated
enforced	conveyed	analyzed	remodeled
enhanced	convinced	clarified	repaired
established	corresponded	collected	replaced
executed	debated	compared	restored
generated	defined	conducted	solved
handled	described	critiqued	specialized
headed	developed	detected	standardized
hired	directed	determined	studied
hosted	discussed	diagnosed	upgraded
improved	drafted	evaluated	utilized
incorporated	edited	examined	
increased	elicited	experimented	
initiated	enlisted	explored	<b>Teaching Skills</b>
inspected	explained	extracted	adapted
instituted	expressed	formulated	advised
led	formulated	gathered	clarified
managed	furnished	identified	coached
merged	incorporated	inspected	communicated
motivated	influenced	interpreted	conducted
organized	interacted	interviewed	coordinated
originated	interpreted	invented	critiqued
overhauled	interviewed	investigated	developed
oversaw	involved	located	enabled
planned	joined	measured	encouraged
presided	judged	organized	evaluated
prioritized	lectured	researched	explained
produced	listened	searched	facilitated
recommended	marketed	solved	focused
reorganized	mediated	summarized	guided
replaced	moderated	surveyed	individualized
restored	negotiated	systematized	informed
reviewed	observed	tested	instilled
scheduled	outlined		instructed
strengthened	participated	<b>Technical Skills</b>	motivated
	persuaded	adapted	persuaded
	presented	assembled	set goals
	promoted	built	simulated
		calculated	stimulated

# List of Action Verbs for Resumes & Professional Profiles

taught  
 tested  
 trained  
 transmitted  
 tutored

**Financial/  
 Data Skills**

administered  
 adjusted  
 allocated  
 analyzed  
 appraised  
 assessed  
 audited  
 balanced  
 calculated  
 computed  
 conserved  
 corrected  
 determined  
 developed  
 estimated  
 forecasted  
 managed  
 marketed  
 measured  
 planned  
 programmed  
 projected  
 reconciled  
 reduced  
 researched  
 retrieved

creative skills  
 acted  
 adapted  
 began  
 combined  
 conceptualized  
 condensed  
 created  
 customized  
 designed

developed  
 directed  
 displayed  
 drew  
 entertained  
 established  
 fashioned  
 formulated  
 founded  
 illustrated  
 initiated  
 instituted  
 integrated  
 introduced  
 invented  
 modeled  
 modified  
 originated  
 performed  
 photographed  
 planned  
 revised  
 revitalized  
 shaped  
 solved

**Helping skills**

adapted  
 advocated  
 aided  
 answered  
 arranged  
 assessed  
 assisted  
 cared for  
 clarified  
 coached  
 collaborated  
 contributed  
 cooperated  
 counseled  
 demonstrated  
 diagnosed  
 educated  
 encouraged

ensured  
 expedited  
 facilitated  
 familiarize  
 furthered  
 guided  
 helped  
 insured  
 intervened  
 motivated  
 provided  
 referred  
 rehabilitated  
 presented  
 resolved  
 simplified  
 supplied  
 supported  
 volunteered

**Organization/  
 Detail Skills**

approved  
 arranged  
 cataloged  
 charted  
 classified  
 coded  
 collected  
 compiled  
 corresponded  
 distributed  
 executed  
 filed  
 generated  
 implemented  
 incorporated  
 inspected  
 logged  
 maintained  
 monitored  
 obtained  
 operated  
 ordered

organized  
 prepared  
 processed  
 provided  
 purchased  
 recorded  
 registered  
 reserved  
 responded  
 reviewed  
 routed  
 scheduled  
 screened  
 setup  
 submitted  
 supplied  
 standardized  
 systematized  
 updated  
 validated  
 verified

**More verbs for  
 Accomplishments**

achieved  
 completed  
 expanded  
 exceeded  
 improved  
 pioneered  
 reduced (losses)  
 resolved (issues)  
 restored  
 spearheaded  
 succeeded  
 surpassed  
 transformed  
 won

**Example**

**Surge B. Cane**  
PO Box 1234  
Americus, GA 31709  
229-931-2222  
[georgiacane@gmail.com](mailto:georgiacane@gmail.com)

## **EDUCATION**

## **COMPUTER SKILLS**

## **EXPERIENCE**

## **HONORS AND ACTIVITIES**

**Bachelor of Business Administration**, December 2019 Georgia Southwestern State University, Americus, GA Major: Human Resource Management  
GPA: 3.75/4.0

Sigma Alpha Pi (National Honor Society)  
Beta Gamma Sigma (Business Honor Society)

PeopleSoft, Excel, PowerPoint, Word

**Intern**, January- May 2019

Penney, Nich9l, and Dollar Accounting Firm, Americus, GA

- Provided benefit information to new employees
- Processed employment benefit materials
- Edited the employee handbook
- Assisted applicants with health insurance forms
- Oriented new employees

**Cashier**, November 2017 - December 2018 Wal-Mart, Americus, GA

- Performed sales transactions
- Provided customer service
- Stocked merchandise

**Volunteer**, June 2018 - August 2018 Magnolia Manor, Americus, GA

- Visited with residents
- Assisted activities department
- Prepared journal biographies with residents

Dean's List President's List

Academic Achievement Recognition SGA Representative for Commuters

Volunteer Camp Counselor, Koinonia Farms

# INTERVIEW TIPS



Interviews can take place over the phone, on campus, or at the company's location. No matter what the circumstances, their purpose remains the same: to find the best candidate for a position. You will be evaluated on more than the content of your answers. Read this section thoroughly to make sure you don't make the mistake of going in unprepared!

## INTERVIEWING: FOUR TYPES

When it comes to interview questions, there are various types you may be asked. It is likely that in any interview, a combination of the types may be used. Below are the three most popular.

**1. Traditional Interviews** are meant to gain basic information about an applicant's background, interests, skills, and reasons for applying.  
How to Prepare: Know yourself, know the company, know the fit; tailor your answers to make them fit.

**2. Behavioral Interviews** are based on the premise that past behavior predicts future behavior on the job. Questions are situation-based and often start with "Tell me about a time when..."

**How to prepare: Utilize the STAR Technique:**

**S**ituation: Describe the situation. For instance, if using a class project, what class was it for? How many people were in your group? When did it happen?

**T**ask: What was the problem? What was your role? To use the class project example, what was your role in the group? What was the assignment?

**A**ction: How did you handle the task? Focus on your own actions, not those of your group.

**R**esult: What was the result of the situation? This is a VERY important part of the answer!

**3. Case Interviews** present the interviewee with a problem to solve. Getting the correct answer is not as important as your analysis of the problem.

**How to Prepare: Think out loud so the interviewer can see how you solve problems.**

**4. Situational Interviews** present the interviewee with

a scenario to solve. The interviewer will pose a hypothetical situation and ask the interviewee how to resolve it.

**How to prepare:** Be sure to describe desirable actions and steps you would take to solve the situation. You can follow the STAR format.

## BASIC TIPS

### Before The Interview:

- Research the position
- Research the organization/employer thoroughly
- Obtain the interviewer's name and title
- Confirm the time, date, and location of the interview
- Identify your skills that relate to the job; review your resume, and be able to elaborate on it
- Review frequently asked questions, practice interviewing and request feedback from others for improving your interviewing skills; do a mock interview
- Prepare questions to ask the interviewer
- Know the general salary range for the position
- Plan what to wear

### During the interview:

- Arrive early (10-15 minutes)
- Bring extra copies of your resume
- Relax. Be yourself. Be positive.
- Follow the lead of the interviewer (Don't try to take over the interview)
- Listen closely to the interviewer's questions; ask for clarification if needed
- Be concise in your answers; give concrete examples to back up your claims
- Never slight a former employer or colleague
- Be aware of your posture and body language
- Watch your grammar
- Be sure to clarify any follow-up arrangements

### After the interview:

- Write a thank you letter to the interviewer(s).
- Evaluate your performance by asking yourself questions such as:
  1. "How well did I present my qualifications?"
  2. "Did I use clear, concrete examples?"
  3. "What points did I make that seemed to interest the interviewer?"
  4. "How can I improve my next interview?"

Follow up with a phone call to find out the status of your application if the employer has not contacted you within the stated time frame.



# Interview Attire for Job Search

## For Women:

- Suit: black, charcoal gray, navy. Either skirt or pant
- Solid-color blouse. Shells are best
- Simple jewelry, if any (gold, silver or pearls)
- Neutral Hosiery
- Black, dark brown or burgundy handbag OR briefcase, not both
- Padfolio
- Closed toe pumps for shoes (2" Max heel)

## For Men:

- Suit: charcoal gray, navy, gray or black
- Pants with or without cuffs
- Suit: wool or a wool blend, nothing shiny, and avoid loud pinstripes
- Button jack while standing. Make sure tie and shirt don't pooch out
- Shirts: White, off-white (ecru), or light blue
- Pointed collars rather than button down
- Long-sleeved shirts with sleeves ½ inch longer than jacket sleeve
- Solid white crew-neck t-shirt under dress shirt
- Black, brown, or burgundy shoes that are polished
- Socks that match the suit and cover the calves
- 100 percent silk tie in solid or subtle pattern
- Tie that is darker than shirt and falls to middle of belt
- Belt that matches shoe color
- Black, brown, or burgundy briefcase/padfolio

## Accessories and Grooming:

Neatly trimmed hair for men, neat hair for women, controlled if long

No perfume or cologne

One ring per hand, no bracelets or visible necklaces on men

Clean, manicured nails <sup>1</sup>

No visible tattoos or extra piercings.

One set of earrings for women, either studs or very small hoops

## COVER LETTER

**PURPOSE:** Introduce you to a prospective employer.  
Transmit your resume to prospective employers.  
Outline your interest in the position and organization.  
Specify your skills and give one or two examples.  
Obtain an interview.

### GENERAL TIPS:

- Address the letter to a specific individual.
- *Always* send a cover letter with your resume.
- *Always* send a cover sheet when faxing your resume.
- Customize your letter for each resume sent and write your cover letter from the employer's perspective.
- Don't repeat or restate your resume.
- Use matching paper for your resume, cover letter and envelope.
- Always remember to sign your letters with blue or black ink.
- Use one inch margins on all sides.
- Make sure there are no errors in spelling, grammar or punctuation.
- Prepare your cover letter *brief* and *to the point*, no more than a page.
- Focus your skills to meet the employer's needs.
- Indicate how you will be able to meet the requirements of the prospective employer.
- *Ask* for an interview or detail the action you wish to be taken.
- *Don't* say "I hope to hear from you soon."
- Don't start each paragraph with "I".
- Avoid negativity, boasting, exaggeration, insincerity, and inconsistency.
- Avoid using words generating a negative feeling, such as *if* and *I hope*.
- Keep a copy of all job search correspondence for your reference.

### KEY ELEMENTS:

- Introductory paragraph stating or implying employment interest and how you heard of the position or of the company.
- A value-selling paragraph highlighting your key strengths and abilities; your ability to be of value to the prospective employer.
- Brief summary of relevant education and experience.
- Follow-up action statement or brief paragraph.
- An appreciation statement.

**Example**

Georgia H. Cane  
P.O. Box 1234  
Americus, Georgia 31709  
[Georgiacane1@gmail.com](mailto:Georgiacane1@gmail.com)

May 1, 2019

Ms. Jane Smith, Senior Vice President  
Habitat for Humanity International  
270 Peachtree Street, NW  
Suite 1300  
Atlanta, GA 30303

Dear Ms. Smith:

Please accept my application for the Accounting position at the Operational Headquarters in Americus, Georgia. I learned of this position from Mrs. Rosalynn Carter. You will find in my resume that my education and experiences have prepared me well for this position.

I will graduate with a Bachelor of Business Administration in Accounting degree in May of this year. As you will find in the enclosed resume, I gained valuable work experience with accounts, invoices, payments, and deposits while working to pay for college.

It would be an honor to bring my education, experience and skills to serve Habitat for Humanity and its constituents. I look forward to meeting with you to discuss my qualifications. If you need additional information, please do not hesitate to contact me. Thank you for your consideration.

Sincerely,

Georgia H. Cane

Enclosure

## THANK-YOU Note How To

A thank you letter shows you are appreciative of people's time and effort on your behalf. It is also an excellent opportunity to again market your skills and restate your interest in the position. It also gives the employer another opportunity to review your resume.

Thank you letters will have the following basic components:

- Statement of appreciation for the interview.
  - Expressions of interest in employment.
  - Restating your qualifications for the position.
  - Final *thank-you*.
- 
- If after the interview, you determine this position is not the job for you, a thank you letter will give you the opportunity to withdraw your name from the applicant pool.

**Example**

## Thank You Note

Thank you notes are an essential part of maintaining strong relationships. Always send them within 24-48 hours of the meeting/interview. It is fine for it to be handwritten or typed. If you do use a handwritten note, make sure that it is simple and professional and that your handwriting is neat and legible.

Send a note to everyone who participated in your interview.

Date

Dear Ms. Brown,

Thank you for taking the time to discuss the Third Grade Teaching position with me. After meeting with you and learning more about the school district's goals and expectations, I am further convinced that my background and skills fit well with the position.

In addition to my qualifications and experience, I will be a trusted employee who will carry out my responsibilities with minimal supervision, while maintaining control of the classroom.

I look forward to hearing from you concerning your decision. Again, thank you for your time and consideration.

Sincerely,

Name