



Guide to Job Searching

Building your Resume and LinkedIn Profile plus helpful Interview Tips!

JOB SEARCHING

When looking for a job, post your resume to the major job boards (listed below) to ensure you receive plenty of exposure and employers can easily find you. Post your resume and apply for jobs on boards that are specific to your field of work. To stand out to employers, create a LinkedIn profile and start networking with others in your field. You should monitor your social networking activity regularly and make sure the content you post is appropriate and professional. Our recommendations for effective job search tools are:

Job Boards

Determine the job boards that are the best fit for your career. Take the time to build your profile and be sure to include an updated resume.

- LinkedIn.com – Most popular for professional and administrative positions.
- Indeed.com – Very popular job board with more administrative and hourly positions.
- Monster.com – Popular comprehensive site for both salary and hourly positions.
- CareerBuilder.com - Popular comprehensive site for both salary and hourly positions.
- Dice.com - Very popular job posting site for technical positions including technical developers, engineers, programmers, and technical writers.

American Job Centers (Local Workforce Centers)

American Job Centers are designed to provide a broad range of assistance to job seekers under one roof. The centers offer the following services at no cost:

- Job listings.
- Computer & Internet access.
- Career counseling & training for job seekers.
- Recruitment of workers, pre-screening & referral services.
- Tax credits and training reimbursement for employers.
- Self-service or staff-assisted options to meet individual needs.

Visit a center in person or connect to the center's information online or through kiosk remote access. Find a center near you by calling ETA's toll-free help line at: 1-877-US-2JOBS or by visiting:

www.careeronestop.org/

Local Job Fairs and Hiring Events

Search for local job fairs and hiring events in your area. In many cases, companies are prepared to make job offers on the spot. In addition to immediate job opportunities, job fairs are great for networking and meeting recruiters.

Partner with Recruiters and Agencies

How to select the right recruiter:

- Ask current colleagues and former co-workers with similar backgrounds for their recommendations.
- Search LinkedIn to find recruiters that specialize in placing people in your field. Send an introduction and invitation to connect on LinkedIn. Once connected, discover whether you share any common connections. If you recognize some familiar faces, contact them, and ask about their experiences with the recruiter.

A short list of national staffing agencies is shown below. There are thousands of recruiting agencies and many boutique firms that specialize in specific skill sets. Do your research!

- Kelly Services – Professional and Light Industrial
- Manpower - Professional and Light Industrial
- Express Pros - Light Industrial
- Adecco - Professional and Light Industrial



It is best to utilize all of the job search tools available to help find a job quickly.

RESUME TEMPLATE & GUIDE

Employers use resumes to learn about your background and relevant experience. This is a way to showcase your skills, career growth, accomplishments, and more. Below are some best practices in building your resume, along with a standard resume template.

Best Practices:

- Try to keep your resume 1-2 pages in length.
- Use clear section headings (Experience, Education, Skills, etc.).
- Ensure your content it is clear, concise, and easy-to-read.
- Use a simple and professional font such as Calibri, Times New Roman, Arial, Roboto.
- Use 11-12 font size for normal text, and 14-16 for section headers.
- List up to 10-15 years of relevant work experience, maximum.
- Customize your resume to fit *each different job* you apply for. Be sure to carefully read the job posting and look for any keywords and experiences that you can include in your resume.
- PROOFREAD and EDIT to ensure there are no spelling or grammatical errors!
- Save and submit your resume as a PDF so your formatting does not get altered.



Use your resume to showcase yourself! Highlight your skills and career achievements.

CREATING YOUR LINKEDIN PROFILE

Prepare Your Content

It is best to create or update your profile as one big project – ensure it is accurate, relevant, and compelling all at once. Before you log on to LinkedIn, there are some things you need to prepare.

Collect content:

- Current versions of your work experience or job description.
- Your resume or CV with your employment history.
- A high-quality headshot.

Create lists:

- Top 10 skills you want to be known for. Include a combination of hard skills, such as data analysis, and soft skills, such as relationship building.
- Keywords for which you want to be known (these are words recruiters use in searches to find you). These keywords may be the same/similar to those in the list above or they could be additional words. Look for common keywords in the job descriptions for jobs you

SAMPLE RESUME

Full Name

City, State in which you live

Phone Number

Email Address (create a professional email address if you do not already have one)

LinkedIn Profile (link)

Work Experience-Reverse Chronological Order (most recent experience listed first) is a popular format.

Job Title

Company Name/Location/Description

Dates you were employed

*This is most important section of your resume

- List bullet points of your primary responsibilities, projects, and achievements – if applicable.
- Use quantitative data if/when possible; Ex: *Reduced scrap by x% by determining root cause and implementing new processes which resulting in \$x savings.*

Education (if you are a recent graduate, list this section first)

Field of Study, University Name

Certifications/Licenses (if applicable)

Ex: Lean Six Sigma Green Belt

Skills (Relevant Hard & Soft Skills)

Examples:

Hard Skills: technical skills- software/computer skills (Microsoft Office, Excel, Workday, QAD), coding, operating certain equipment or machinery (CNC machining)

Soft Skills: communication, teamwork, detail oriented, time management, problem-solving, leadership

Interests/Misc. (Optional section to include hobbies, languages, volunteer experience, awards, etc.)

are applying for and if they apply to you, incorporate them into your profile.

Craft Your Content

Next, create the content you need. Here are the most important elements to work on:

Content

- **Headline.** The headline's purpose is to make your LinkedIn audience want to read more. You have only 120 characters to grab your audience's attention, so make sure it is impactful. Your headline should say what you do, the keywords people would use to find you, and Zing. Zing is something interesting that makes people want to know more.
- **Headshot.** This is a 500x500 pixel image (most smart phones can produce this quality). Crop the photo so that 80% of the frame shows your face, and make sure you are looking forward or left into your content.
- **About.** This is the place where you tell your story – you have only 2,000 characters to say it. Your summary

should be personable and relatable. It should draw your audience in, show a bit of your personality, and inspire them to want to know you even better.

Tips

- Write in the first person (I, my, we). Doing so will make your profile seem more personal and conversational between you and the reader.
- Focus 70-80% of the content on professional details; personal information should make up the remaining 20-30%.
- Weave together your accomplishments and accolades with your values, passions, and strengths.
- List your experience. This should be the easy part. You can pull a lot of this content from your resume or CV. Create entries showing your work history. Each entry can have 1,500 characters. A few things to consider:
 - Be selective. Do not include every detail of every job you have had – especially if they dilute your brand message. Omit or minimize what is not relevant to your career aspirations.
 - Avoid using the resume format (limiting yourself to just one entry per job title). If you are doing three distinct things under one title, create three different entries with overlapping job titles and dates.
 - Repeat the keywords you want to be known for multiple times throughout the 'Experience' portion.



When these key elements are polished to perfection, you can easily complete your profile. Here are some additional items to include:

- Skills/Endorsements: List your top ten skills (remember you collected these before you started) even if you have not been endorsed for them yet.
- Education: This helps people find you through the alumni feature. Be sure to include all of the schools you attended.
- Fill in all the remaining items: Publications, Interests, Languages, Organizations, and Volunteer Experience.

That's it. Once you complete these steps, you will have a LinkedIn profile that is current, compelling, and consistent with who you are in the real world. Now, it is time for you to start connecting and networking!



Your LinkedIn Profile is an opportunity to share your unique story.

INTERVIEW BEST PRACTICES

Preparation

Preparation is an essential step throughout the entire application process, and it does not end once you land the interview. Hiring managers and employers can immediately tell whether a candidate is prepared or not the moment they enter the interviewing room. If you want to put your best foot forward, you must make sure you are ready to impress your interviewers. Good preparation requires that you do thorough research and anticipate what questions will be asked during the interview.

Research

- The Company. Research the background and history of the company. It is also good to look at things such as the organization's goals, culture, vision, mission, values and future growth.
- The Job. You should know and understand the job you are applying/interviewing for, and what it entails. You should at least have some basic knowledge on the duties and responsibilities that come with the position.
- The Interviewer(s). If you know who you will be speaking/meeting with look them up (LinkedIn is a great tool for this) and familiarize yourself with their background. Doing so will put you in a position to anticipate questions they may ask and could provide common ground (maybe you attended the same school or are from the same home town).
- Questions. Prepare three or four questions to ask at the end of the interview. Put some thought into your questions so your interviewer can tell you did your research. Your questions should be open-ended and allow your interviewer to expand on their answers. Make sure your questions reflect the job profile you are interviewing for.

Information about the company can be found through many different platforms (company social media pages, YouTube, LinkedIn, published material or articles about the company). Ask around as there may be people you know who are familiar with the company.



Do your research! Being knowledgeable about the company might set you apart from other candidates.

Phone Interview Best Practices

- Find a good location. Make sure you are in an area with good cell phone reception (or, ideally, use a landline), where it is quiet enough to hear and calm enough to give the interview your full attention. Try to avoid a busy coffee shop if your interview is first thing in the morning.



- Practice your answers. Your phone interview is just as important as an in-person interview, so you want to make a good first impression. Consider your answers to common interview questions in advance (your best/worst traits, occasions in which you faced a challenge and how you handled it, career goals, etc.).
- Keep your resume, cover letter, and the job description handy, either in paper form or on your computer to easily refer to during the interview. Doing so will help you stay focused if your interviewer asks a question directly related to your experience and history.



In-Person Interview Best Practices

- Dress to impress. Even if you interview on 'Casual Friday' or in a manufacturing setting it is important to look presentable. Consider the type of dress code the company practices. Remember, it is always better to be slightly overdressed than underdressed. A washed and ironed button down shirt, dress pants, sweater, blazer, or skirt, are all good options.
- Engage with your interviewers. Your potential employer wants to get a sense of not only your capabilities, but your personality as well.
- Be more interested than interesting. Candidates often forget that most interviews are "50% talking, 50% listening". Be sure to sell yourself to the interviewers, but also sit back and listen to what they have to say.

- Show your enthusiasm. Throughout the interview, smile, nod, and show your interviewers how excited you are about the company.
- Pack the essentials. Bring a small briefcase or bag with paper, pens, your resume and cover letter to have on hand throughout the interview.
- Remember to thank the interviewer(s) for their time. The interviewers gave you the opportunity to show or demonstrate your skills and other qualifications for the job, so you should thank them for taking the time out of their day to do so.

Interview Follow Up

Send a 'Thank You'

- After an interview (phone, video chat, or in-person), you should always send a thank you letter to your interviewer(s). It is always polite to pass along appreciation when someone takes time from their day for a conversation, and this simple gesture could put you ahead of other candidates. Mention two things that interested you about the company, how much you enjoyed learning more about the role and meeting them team.



The simple gesture of a Thank You note could put you ahead of other candidates.



SUMMARY

- When beginning your job search, post your resume to ALL the major job board sites for maximum exposure.
- Create a LinkedIn profile and begin networking!
- Gather content and polish up your resume.
- Review the Interview Best Practices and do your research!
- Remember to send a Thank You note after any type of interview. It can help keep you top of mind with the interviewer.