

Job Seeker's Check List

APPLICATIONS

Always make copies of applications in case you make errors.

Always remember to:

Write clearly and neatly.

Check for spelling & grammatical errors.

List your most recent job first.

List most recent education first.

Provide at least 3 references.

Don't forget to sign!

RESUME WRITING

Pay attention to spelling, punctuation, and grammar.

Be sure to proofread your resume.

Organize your information under headings such as education, work experience, skills and

One of the most important things a young person can do before going out into the competitive world of job searching, is making sure they're fully prepared for what's to come.

This page will help you to make sure you're in CHECK!

achievements.

Keep descriptions clear.

Don't worry if your resume doesn't show any work experience, the key is to have your resume demonstrate your values and skills.

If your resume can answer the ques-

INTERVIEWING SKILLS

tion -Will this candidate add value to my company?-employers will be happy to meet you. Dress your best for an interview, regardless of what the dress code is at the organization. If you are in doubt about what to wear, it is best to dress more con-

servative.

Stay away from clothing, makeup, colognes/perfumes, and jewelry that will be distracting.

Prepare and practice answering traditional interview questions with a partner.

Come up with a list of questions to ask the employer regarding the position.

Bring a pen and paper for note taking.

Make eye contact.

Listen carefully to the questions and take a moment to think about how you're going to answer the question.

Turn your weakness into a positive!

FOLLOWING UP

Know your schedule and be on time!

Remain relaxed and confident as much as you can.

Send a thank you note in the mail immediately after the interview.

And remember to always **stay positive!** The road to finding employment may seem like a very long one, but use the time to **build your skills & empower yourself!**

