

HINTS FOR RESUME WRITING AND JOB INTERVIEWS

- ◆ A typed resume should be neat; check the spelling and insure that you have correct phone numbers
- ◆ If possible provide at least two different phone numbers where you can be reached or receive voice messages at all times.
- ◆ Include an email address on your resume. If you do not have an email address, create one. You can go to a public library and use the computer.
- ◆ Let your resume reflect all paid work experiences and volunteer work
- ◆ Briefly describe your work responsibilities and other skills that will assist you in future work experiences.
- ◆ Be aware of your ring tones and voice mail greetings; insure that they are businesslike. Include your name, request for caller's name and number and the date of the call. Employers calling you about a job or job interview will not want to listen to your favorite song that may include offensive language.
- ◆ Be at least 15 minutes early for your interview. Use the time to go to the restroom and check your appearance.
- ◆ Always carry a pen and something to write on (writing pad, notebook) for the interview.
- ◆ Avoid face piercings, large clanky loud jewelry (no "bling") and unnatural hair colors, like red, purple, pink or blue.
- ◆ Wear business/casual attire. Females should avoid showing cleavage, mini skirts or revealing outfits. Males should wear a suit or sports coat and tie if possible. No jeans or t-shirts.
- ◆ Tattoos should be covered up if possible.
- ◆ Do your homework before the interview. Learn about the company and the position for which you are applying, and show interest and enthusiasm.
- ◆ Know the name of your interviewer and use it throughout the interview.
- ◆ Use a firm handshake and maintain eye contact throughout the interview.
- ◆ Be as flexible as possible about hours, workdays and start time.
- ◆ Be prepared to ask questions, but avoid questions about salary until you are seriously considered for the job.

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