



# Tips and Tricks to Land your Dream Job

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Agenda:

Networking

Resume Building Skills

Interviewing

Q&A



Contents



# Networking

# Networking Tips

## Pre-Event Prep

- Make a list of who you want to meet
- Choose sessions wisely
- Prepare your elevator pitch
- Update your resume

## Dress for Success

- Confirm and follow event dress-code
- Practice good hygiene
- Be comfortable

## Be Ready to Introduce Yourself

- Practice handshake
- Practice elevator pitch
- Have your resume ready to distribute

## Prepare Questions

- Write down the questions you have going into the event
- Write questions as you go and learn more

## Be an Active Listener

- Remember names of the people you met and what they do
- Have meaningful conversations and encourage people to talk about themselves
- Be present; stay off of phone and other electronics

# Networking Tips

## Bring a Buddy

- Attend the event with someone likeminded who may have common goals or already obtained success

## Seek Advice

- Ask for help
- Connect with others who have been on a similar path

## Social Media Awareness

- Create/update LinkedIn, Twitter and other professional sites
- Clean up online identity as some organizations will check
- Conduct a google search on your name to ensure a positive online presence

## Research Before and After

- Prepare well in advance
- Understand your dream job goals
- Be ready to discuss any current events or market trends in your desired industry

## Always Network

- Treat every interaction as an opportunity to network – on a commute, at a restaurant, at a sporting event or neighborhood gathering

# Elevator Pitch

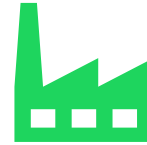
## Definition:

- A succinct introduction that shares information about yourself and your background.

## Tips and Tricks to writing your own pitch:



Introduce yourself.



Name the field you are working or desire to work in.



Describe the type of company you'd like to work in.



Name what makes you unique by sharing skills and background that makes you the best candidate.



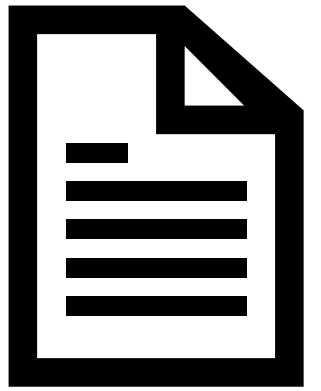
Practice, Practice, Practice!



# Resume Building Skills



# Resume Writing Tips



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Use Online templates

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Research your industry and the company you are applying to

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Review other sample resumes in your industry

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Have another person review and give feedback

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Conduct a spelling and grammar check

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Diversify verbs when describing experience, skills or hobbies

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Always give accurate and honest information

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Include special skills and certifications along with job experience

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Use a desired job posting to tailor your skills – Use Key Words

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Meet with an expert



# Resume Writing Resources

- Microsoft word resume templates
- Resume Builder:
  - <https://www.resumebuilder.org/tips>
- Zip Recruiter resume blog:
  - <https://www.ziprecruiter.com/blog/category/job-search/resume/>
- Resume Resource:
  - <https://www.resume-resource.com/>
- ACT WorkKeys for job seekers:
  - <https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers.html>



# Interviewing

# Tips for Before the Interview



# Tips for During the Interview



Dress professionally and arrive on time or early



Have your resume ready to send if virtual or printed if in person



Be your authentic self



Connect your responses to the posted job requirements



Answer questions honestly and accurately



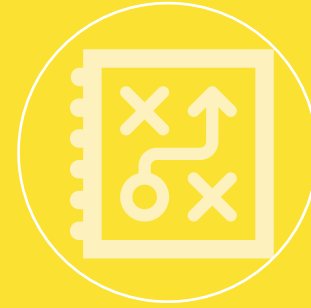
# Tips for After the Interview



Ask for next steps  
and timeline in the  
process



Send/email a  
Thank you note



Make notes to  
yourself on what  
went well and  
where you'd like to  
improve



# Common Interview Questions



## Can You Tell Me A Little About Yourself?

Focus on your elevator pitch here



## Why Do You Want To Work Here?

Do your company research here



## Why Should I Employ You?

Focus on you're the only one that can do the tasks required of the job, you're capable of delivering great results and how you are best suited to the role



## What Are Your Strengths?

Share what makes you stand out



## Where Do You See Yourself In 5 Years?

Be honest and show that this is something you have thought about – don't mention if you plan on switching companies



## What Are Your Weaknesses?

Pick a trait that you have already made positive steps to address



## What Are Your Salary Expectations?

Do your research know your worth and what your industry values it at

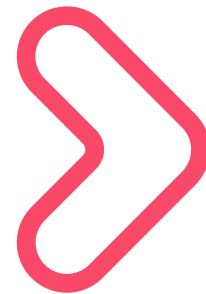


## Why Do You Want To Leave Your Current Job?

Stick with the facts, and focus your answer on the future possibilities

QUESTIONS?





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THANK YOU  
FOR JOINING US

Best of luck on your job search!!

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