



JOB HUNTING TIPS

The Do's and Don'ts of the job search!

Do:

Be prepared! Know yourself, the company, and the job.

Know your strengths and accomplishments.

Be on time! Allow extra time for parking, traffic, etc. Always call if you run into problems.

Dress for success! If you don't know what to wear, ask!

Have a one or two page resume, chronological format or combination format.

Always be professional, polite, and courteous with everyone you meet!

Ask for the next step when the interview wraps up.

Maintain good eye contact.

Be a good listener and answer the questions to the best of your ability.

Follow up with a Thank You note.

Don't:

Ask embarrassing questions.

Do not smoke or wear excessive cologne before the interview.

Do not bring a cell phone in to an interview.

Do not bring anyone (family members) with you.

Do not be late.