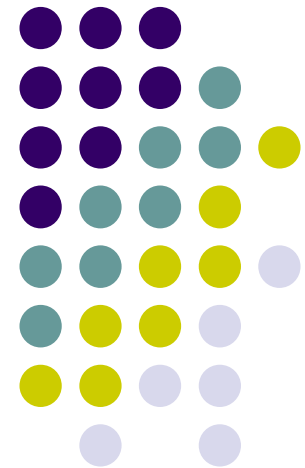


Lasting Impressions

Resumes, Interviewing, and
Personal Success





Overview

- Prepare to Impress
- Network
- Speaking
- Resumes/Cover Letters
- Interviewing
- Final thoughts





Prepare to Impress

- Examine personal goals
 - Where do I want to be in 5 years?
- Favorite Type of work
 - Do I prefer working independently or in a team?
- Industry
 - What skills do I have and where can I apply them?

Have cards made up with your name, industry, and contact information – www.vistaprint.com

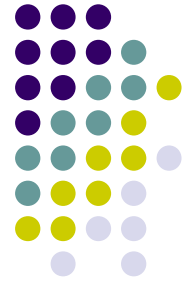




Networking Events

- Toastmasters International – www.toastmasters.org
- Greater Miami Chamber of Commerce – www.greatermiami.com
- Kendall Networkers – www.kendallbusiness.com
- South Florida Business Journal – www.southflorids.bizjournals.com
- Kiwanis – www.kiwanis.org
- Rotary – www.rotary.org

Speaking with Representatives



- Remember: Gate keepers will judge you too.
- Calling: Very good, but keep it short as they may be busy.
- Emailing: The best and fastest process.
- Faxing: Not neat, but sometimes required.
- In-Person: Let them see you through your words, not your appearance.



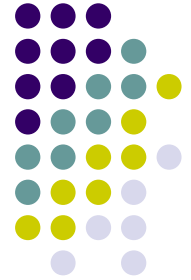


Cover Letters

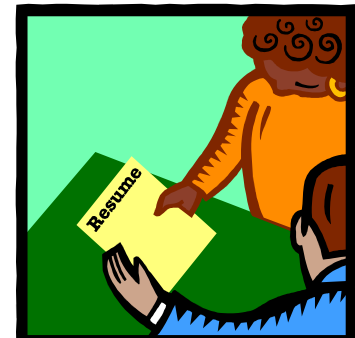
- Short and Sweet
- Try and get a Contact Name and Address.
- Goals, work history, interest.
- Thank you!



Resumes



- Take your time!
- Send it to friends to (Triple Check) ✓ ✓ ✓
- www.monster.com or www.ajb.org
- Have many resumes tailored to specific jobs.
- Research the company prior.
- Clear, no errors, Name in bold, nice paper, copies for everyone.



The Interview



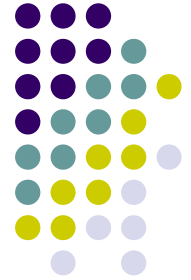
- Arrive 15 minutes early.
- Dress for the job you want – industry specific.
- Fill out the application completely. Do not write “see resume”. Sign it.
- Have your reference numbers handy.
- If unsure of information asked for, state so.
- Speak clearly, smile when you speak, listen carefully, easy on the fragrance. Less is more.

Interviewing Questions



- Questions they can not ask you:
 - Who will take care of your children?
 - What is your national origin?
 - Do you have any disabilities?
 - Are you in good health?
 - Have you ever declared bankruptcy?
 - Are you married?
 - What religion are you?

The only
acceptable
response from an
employer upon
learning that an
applicant is
pregnant is:
Congratulations!



Interviewing Questions

- Question they may ask you:
 - What hours and days can you work?
 - Are you eligible for employment in the United States?
 - How do you evaluate success?
 - Why do you want to work for us?
 - How do you define excellent customer service?
 - Can you perform the function of the job?



Turn the Tables Around

- Questions you may ask:
 - Who will be my supervisor?
 - What do you expect from the ideal candidate?
 - How do you like working for this company?
 - What are the opportunities for growth?
- Questions you should not ask:
 - How much is the job paying?
 - What are the benefits?



Final Thoughts



- Believe in yourself and raise your levels of expectation to expect the best - from your job and yourself.
- Leave a lasting impression with everything that represents you.
- Make more contacts than you know how to handle.
- Be true to yourself and what is intended for you.