

Resume Writing and Successful Interviewing

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Cover Letter Tips

1. Whenever possible, address the cover letter to a specific person by name and title. If no contact name is given in the job advertisement, but there is a phone number, call and ask for the Human Resources Manager's name.
2. When responding to a "blind" ad where no company name is given, send the letter to the title of the appropriate hiring manager (Production Manager, Office Manager, etc.). Do not use "To Whom It May Concern".
3. Explain why you are sending the resume. If applying for a specific job, include the job title and tell where you heard about the job (newspaper, online, etc.).
4. Read the job ad very carefully, and provide all information requested in the ad.
5. Keep the cover letter to one page. Highlight what you've included on your resume, but don't get too lengthy with the letter.
6. Be sure to sign your cover letter when mailing, faxing, scanning, or delivering in person. Sign in blue or black ink.
7. Use the same style and size of font on your cover letter as on your resume.
8. **PROOFREAD** for spelling and grammatical errors; have someone else review, too.

Cover Letter Web Sites

www.dol.state.ga.us

www.indeed.com

www.careerlab.com/letters/default.htm

<http://career-advice.monster.com/resumes-cover-letters/cover-letter-tips/jobs.aspx>

Sample Cover Letter

9897 Main Street
Sandersville, GA 31082
jggraduate@yahoo.com
November 1, 2014

Mr. Michael Brown,
President Technopro, Inc.
672 Smith Avenue
Warrenton, GA 30828

Dear Mr. Brown:

I recently saw your ad in the local newspaper for a Networking Specialist. I would very much welcome the opportunity to be considered for this position. I will receive my Diploma in Computer Information Systems from Oconee Fall Line Technical College on December 10, 2014, and feel I could implement this training as a member of your organization. My resume is enclosed for you to review my qualifications.

I would greatly appreciate the chance to learn more about your company and to explore how my qualifications might meet your needs. I will call early next week to discuss the possibility of an interview, or you may call me at 478 123-0000 to schedule a meeting.

Thank you very much for your consideration.

Sincerely,

John Q. Graduate

John Q. Graduate Enc.

Resume Tips

1. Plan the content of your resume so it will be no more than 2 pages.
2. Design the resume to match the needs of the employer and the job you're applying for.
3. Be totally HONEST. Don't include any education, experience, etc. that you don't truly have since this will likely be checked. Falsifying information during hiring is justification for termination after employment.
4. Use a professional font that is at least 10-point; make sure the font is clear and easy for anyone to read. Bold and/or capitalize the main sections so an employer can easily locate what he/she is looking for. PROOFREAD for spelling and grammatical errors and have someone else proof as well.
5. Be sure the phone numbers and e-mail addresses listed are operational. Compose a courteous and professional voice mail message; that gives a great first impression. Don't make an employer listen to music before he/she can leave a message; they don't have time for this.
6. Include the job you are applying for as your Objective.
7. If your Education is more closely related to the job, list that before Work History.
8. Include the name of school/college, city/state, highest level of education received, and date completed.
9. In Work History, list the most recent employer first. Include your job title, company name, city/state, starting date to ending date and detailed job responsibilities.
10. If you have professional/civic affiliations, recognitions, or awards, you may include a section such as "Other" or "Activities/Accomplishments" to list these.
11. You may include your References with your resume, or use "Furnished upon request". Be sure to contact references and request their permission to use them as references before listing them. Former supervisors, instructors, and community contacts are all good references. Do not use close family members.

Resume Web Sites

www.dol.state.ga.us

www.indeed.com

<http://resume.monster.com/?re=nv gh gnt1378 %2Fresumes-cover-letters%2Fcover-letter-tips%2Fjobs.aspx>

Sample Resume for Job Seekers with No Work History

John Q. Graduate

9897 Main Street
Sandersville, GA 31082
478 123-4567 (Home)
478 123-0000 (Cell)
E-mail: jqgraduate@yahoo.com

OBJECTIVE: To obtain the position of Networking Specialist

EDUCATION: Oconee Fall Line Technical College, Sandersville,
GA Diploma, Computer Information Systems, April
2012
President's List 3 quarters, 3.8 GPA

Jefferson County High School, Louisville, GA
Vocational Diploma, May 2003

**COMPUTER
COURSES/
SKILLS:** Operating Systems Concepts
Program Design & Development
Microcomputer Installation & Maintenance
Intro to Visual BASIC
Programming Networking
Fundamentals Microsoft Windows
Professional Microsoft Windows
Server
Microsoft Windows Networking Infrastructure
Microsoft Windows Networking Directory
Services

**ORGANIZATIONS/
ACCOMPLISHMENTS:**

Oconee Fall Line Technical College
Vice President, Skills USA. Participated in school projects and
competed in local, state, and national competitions in
technical/occupational and leadership skills.
Member, Student Government Association. Participated in organizing
campus student activities and community charitable events.

REFERENCES: Available upon request

Sample Resume for Job Seekers with Work History

Jane Q. Graduate

1521 Main Street
Dublin, GA 31021
478 123-4567 (Home)

478 123-0000 (Cell)

E-mail: jqgraduate@yahoo.com

- OBJECTIVE:** An Administrative Office position where I can demonstrate my skills, experience, and work ethics
- EDUCATION:** Oconee Fall Line Technical College, Dublin, GA
Associate Degree, Administrative Office Technology, April 2013
3.9 GPA, Member, National Technical Honor Society
- Dublin High School, Dublin, GA
Vocational Diploma, May 2001
Honor Graduate
- EXPERIENCE:** Exchange Bank, Milledgeville, GA
Teller, January 2005 – March 2010
Performed routine bank transactions including deposits and withdrawals of cash/checks; issued and redeemed savings bonds and sold travelers checks; assisted with vault operations, balancing cash daily; worked well with branch manager, supervisors, and co-workers.
- Precision Company, Wrightsville, GA
Office Assistant, September 2001 – December 2005
Typed correspondence, reports, letters, and billing invoices; screened clients, scheduled appointments, and provided courteous and professional customer service.
- SKILLS & ABILITIES:** Experienced in Microsoft Word, Excel, and Publisher in performing word processing to create newsletters, promotional materials, and spreadsheets; possess working knowledge of office equipment including copier, fax, scanner; excellent personal and telephone customer service skills.
- REFERENCES:** Available upon request

Thank You Letter After Interview

March 10, 2013

9897 Main Street
Sandersville, GA 31082
jqgraduate@yahoo.com

Mr. Michael Brown,
President Technopro, Inc.
672 Smith Avenue
Warrenton, GA 30828

Dear Mr. Brown:

Thank you for taking the time to meet with me on Monday. I enjoyed touring Technopro and learning more about your business.

As I stated in the interview, I am very interested in the Networking Specialist position and feel I could be an asset to Technopro. Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

John Q. Graduate

John Q. Graduate

Interviewing Tips



Dress Code for Interview - The focus needs to be on you!

- Be sure your hair is straight, clean, and styled appropriately. (*Avoid hairstyles that attract a lot of attention.*)
- Don't wear heavy makeup that draws attention; makeup should flatter your features, not totally change them.
- Avoid perfumes and cologne. (*May cause allergic reactions*)
- Avoid **excessive** jewelry. (Small earrings, one ring, and one watch will do.)
- Cover tattoos and excessive piercings. (*These can be a turn-off!*)
- Be sure your nails are clean and neatly manicured.
- Never go to an interview wearing blue jeans and a t-shirt.
- Wear clothes that make you look like the professional that you are. Show that you made an extra effort with your appearance, and the employer will think you will make that extra effort on the job.
- Avoid bright colors. Be sure your shoes, bag, and belt are coordinated with your clothing.
- Be sure your clothing is not tight fitting or low cut.
- Be sure your shoes are clean. Dark colored and closed toe shoes are highly preferred.
- Hygiene-- Body-odor free; Teeth-clean, Breath- fresh
- You want to portray a **Conservative** look. Keep it simple.

The Interview



Here's your chance to prove you are the best person for the job!

- **BE PUNCTUAL!** Arrive at least 15 minutes prior to the interview.
- If you are unsure of the location, take a trial run to determine how best to get there, how long it takes, and where to park. If something unexpected occurs to make you late, **CALL** and explain the problem before you arrive.
- Bring a pen and a notepad for special notes.
- Bring an extra copy of your resume and cover letter, license, & social security card. Some companies hire on the spot and you need to be prepared. *(Be sure documents are wrinkle free.)*
- **TURN OFF CELL PHONE OR PAGER** and don't even look at it during the interview!
- Be friendly and courteous. Remember, your character is being judged. Smile and keep a positive attitude.
- Entrance-- Greet the committee and give each interviewer a professional handshake using your right hand.
- Eye contact--Give direct eye contact when talking and listening to the interviewer.
- Sit up straight-- Confidence is Everything!
- Avoid chewing gum and eating mints-- Not professional.
- Listen first, then respond.
- (Don't be afraid to ask the interviewer to repeat a question.)
- Answer questions carefully and clearly. Do not ramble.
- Be short and specific. But respond with more than "Yes" or "No".

Possible Interview Questions



- Tell me a little about yourself?
- What are your strengths and weaknesses?
- How well do you handle stress?
- Are you willing to work nights?
- How do you adapt to change?
- How do you handle multiple tasks?
- Describe your computer skills?
- Where do you want to be 5 years from now in your career?
- Have you ever dealt with an irate customer? If so, how did you handle the situation?
- Define confidentiality?
- Why should I hire you?
- How confident are you that you can successfully perform the duties of this position and why?
- Describe a situation where you came up with a creative solution to a problem.
- Provide us with an example of your ability to work independently.
- Define the term "chain of command" and its importance.
- Your section supervisor has given you a rush assignment. The assignment is in conflict with an assignment that was given to you by the section supervisor's boss. How will you handle these assignments?
- Do you know how many counties we serve?
- Do you know what our mission states?
- What was your relationship with your previous supervisor?
- Do you consider yourself a team player?

Be prepared with answers to ALL of the above questions!

Helpful Reminders

- Avoid derogatory comments about your *former* supervisor and coworkers.
- Ask questions when given an opportunity. Show them you have researched their company by asking 1 or 2 questions. It always helps to know their **mission** statement.

Questions to ask the employer

- Please briefly describe your benefits that are offered to employees such as health insurance, annual, and sick leave?
- What kinds of assignments might I expect the first six months on the job?
- Is this a new position or am I replacing someone?
- What skills are especially important for someone in this position?
- How much travel, if any, is involved in this position?
- When should I expect to hear from you or should I contact you?