

JOB SEEKER TIPS

“Make your approach stand apart”

GIVE IMPORTANCE TO RESUME?

Competition being fierce, you need not just *Resumes* but “*Attention Grabbing Resumes.*”

First point of interaction between employer & you.

Usually, a Hiring Manager spends not more than 15 –20 seconds per Resume.

Depicts your level of professionalism.

ESSENTIALS OF A RESUME :-

Clear Objective

Professional Summary

Core Competency (area of expertise)

Professional Experience

Educational Qualification

Technical Qualification

Achievements

Personal Vitae

References



Resume

Chris Q. Surname

Contact Information

Current Address

1234 Walden Avenue
West Lafayette, IN 47906
017-113-4567
chrisc@email.address.com

Permanent Address

1234 Olive Trail
Long Beach, CA 90800
(310) 113-4567
lcp@work.address@chriscq

Objective

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A sales and marketing intern looking to utilize my leadership and communication skills and apply my knowledge of the health care industry.

Education

Purdue University, West Lafayette, IN
Krassman School of Management
B.S. in Management
• Marketing Minor
• Human Resources Minor

May 2009
Major GPA: 3.34/4.0
GPA: 3.34/4.0

Familiar Computer Applications

Microsoft Office
Microsoft Access

Microsoft Communications
Internet Explorer

Special Course Project

- Acted as client liaison for Memorial Hospital as part of Business Writing class project
- Conducted research and prepared report on more efficient communication systems

Volunteer Service

- Volunteer, Memorial Hospital Pharmacy, Michigan City, IN December 1993 to May 1994
- Prepared prescriptions to meet diverse needs of patients and customers
 - Ordered various pharmaceutical products from different suppliers, handled billing
 - Offered over 100 hours of volunteer service at health care facility

Work Experience

Cashier, A-1's Supermarket, Michigan City, IN

May 1995-August 1997

- Trained new employees in customer service and efficient money handling
- Balanced cash register drawers and maintained high level of accuracy
- Assisted manager with inventory and ordering procedures

Sales Associate, Novus Cottage, Michigan City, IN

July 1992-November 1994

- Balanced registers and opened/closed store in a responsible manner

Leadership Activities

Delta Gamma

- Central Committee Co-Chair
- Sponsor
- Publicity

Delta Gamma Society

Delta Sigma Pi Professional Fraternity

- Kappa Kappa Gamma Fraternity
- Management Ambassador
- Purdue Water Ski Club
- March of Dimes Walk-Associate

Experience

Education

Honors & Activities

AVOID MISTAKES

Do not use colourful / glossy paper & flashy fonts.

Do not use photo, until asked for.

Don not use 'I', 'Me', 'He', 'She' etc.

Avoid spelling mistakes.

Do not use abbreviations that are difficult to understand.

METHODS TO SEARCH JOBS

There are various ways to search a required job.

- Portals like Monster, Naukri, Indeed , Asaanjobs, Shine, Hiree.com, Myreferee.com etc ... You need to upload your profile with all the information and refresh your application on everyday basis to find your profile on the first page when recruiters / employer give a search. Always First come first serve is followed by all the organizations. So keep refreshing your profile till you find the suitable job.

- Be Active on Social Media like Facebook, Linked in , Twitter, Google groups since most of the companies do post their available openings to hire directly or by reference.
- When you are open to job change or searching for a job , inform your network , let your friends , recruitments consultants know about it and update your status.
- When you get a call from placement / Recruitment consulting firms, be open and mention clearly as what you are looking / expecting in terms of job profile / Salary / Responsibilities so that could help them to identify a right job.
- When you are asked to attend the interview , Do check your calendar and then give a confirmed slot where in you can definitely attend the interview with out fail. Getting rescheduled , not turning up for the interview on the given slot is not a good manners and it leaves a bad impression on the employer about your personality which will reduce the chances of getting jobs in future.

Recruiters feedback on job portals, blogs , social media about your candidature matters a lot on your career so be cautious on the same.

If you are committed to some opportunity then stick on to it , if not companies will black list your profile in their database and social networks where the HR Pool can visit and your future career will get messed up. Be transparent to any organization on your offer acceptance/ declination in the initial stage to avoid such mess-ups in future.

Make sure you maintain a proper professional documents. If background verification gets failed that would be a very bad remark on your personality and chances of job opportunities will reduce to core.

- Once you find the suitable job do remove your profile from the job portals , social media etc ... deactivate your profile otherwise your profile value will automatically go down since it is visible on the search all the times and recruiters/ Employers will not bother to review. Your future need will get affected.
- When you speak to the recruiters be confident while giving the information / details and focus on your tone and communication. This will matter a lot. Attitude is simple thing which makes lot of changes.
- Carry forward the same attitude through out the process.

- Once you accept the offer , make sure you understand all possible terms and conditions about the organization. Otherwise changing the job within 3-6months does not give good satiability and value add to your profile.
- When ever you choose and accept some offer make sure to stick on to the company for at least 1-2yrs timeframe.
- Be careful while giving the references to the employers because the person whom you trust and mention as the reference may not give positive feedback about you. Normally most of the employers are experiencing the same. Be choosy.

Wish you good luck on your future endeavors.

Hope this helps your search.

THANK YOU