

Get Hired Up!

Quick Tips

Love your application
Pitch motivation, not dissatisfaction
Work your network
Your authentic self is your best self



LinkedIn

- Personalize your LinkedIn profile URL
- Use a professional looking photo
- Include a summary that is clear and concise
- Include details about each job from your resume
- Ask for recommendations
- Show interests, passions and curiosities by following topics or companies
- Add portfolio or other media links if you have them
- Connect with people you meet & foster relationships



Interviewing

- Treat everyone as if they make the hiring decision
- Achieve early wins
- Research the company
- Most interviewers remember the first and last few minutes
- It's ok to say "I don't know"
- Prepare at least 5 situations that can be applied to various questions
- Anticipate concerns and have answers prepared
- Always have questions for the interviewer
- Ask meaningful questions you can't find online
- You are interviewing them too - no matter how bad you need the job



Resumes

- Clean & easy on the eyes font types
- Selectively apply bold and italic typeface
- Bullets call attention to important points
- White space is good
- Focus on accomplishments, NOT job duties
- Portray skills as applicable and transferable
- Communicate a personal brand
- Remove clutter and unnecessary words such as "a," "an," & "the"
- Remove misspellings, grammar flaws, and typos.
- Ask someone else to read your resume.
- 2 pages is fine - If you're 3 lines into your second page, make it one

Notes: