

Get Hired Up!

Quick Tips



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: