

Practical Job Search Plan

by
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Resume Focus

- Resume Interaction
 - Resume Objective / key words
- Work Experience
 - Work Experience List

Work Experience List

- Notebook - \$1.59
- Individual duties for all positions held
- Projects and special events
- Special classes, seminars
- Action Words - MC
- References

References

- References
 - 3 professional
 - 3 personal
 - Current phone numbers
 - Thank you to each
 - Resume style

Resume Style

- Chronological
 - List by years, company, job duties
 - Work progression clear
- Functional / Summary
 - Group by job functions, relationship
 - Work progression unclear
 - Education

Education

- Location – depends on experience
- Upper or lower – college, internships, temporary, classes, seminars, clerks
- Year – date not always desired
- Interview expectations

Interview expectations

- Tips
- 10 reasons for not being hired
- Rehearse
- Interaction
- Basic do's & don'ts

Basic do's and don'ts

- Location
- Attire
- Research
- Meeting with
- Salary
- Optimistic attitude

Optimistic Attitude

- Cheerful
- Interested
- Interviewer's card
- Thank you card
- Telephone techniques

Telephone Techniques

- Practical
- Speaking clearly
- MC
- Closing

Closing

- Referral - Michele Corbett
- Anne Bryan – Practical Plan
Simple, Practical, Attention to Detail