

Finding A Job

What Is A Job?

To You?

To Your Employer?

To Your Employer

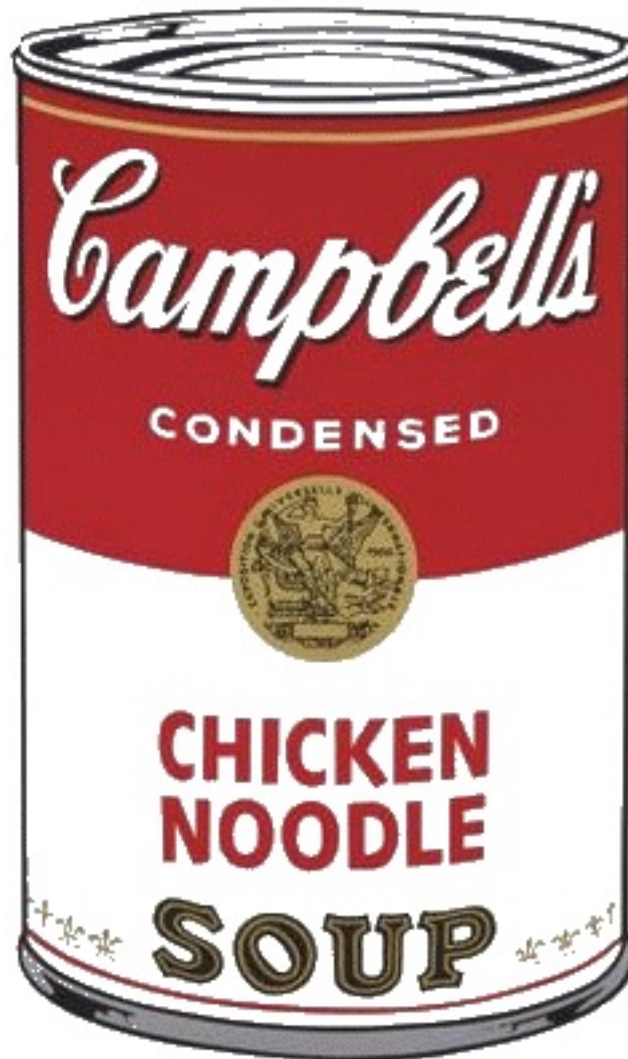
- You Add Value To The Company
- Twice What You're Paid -At Least

**Make \$250,000 For A
Company**

**Get a \$100,000 Job
Offer**

Why Your Resume & Cover Letter Are Like A Can of Soup

Your Resume



Your Cover Letter



add of water. Makes about 1 1/4 cups of sauce.

RECIPE

ONE POT SUPPER

4 pork chops (about 1 lb.)
1 can Campbell's Tomato Soup
1/2 cup water
1 tsp. Worcestershire
1/2 tsp. salt
3 medium potatoes, quartered
4 small carrots split lengthwise
and cut in 2-inch pieces

In skillet, brown chops. Pour off fat. Add remaining ingredients. Cover; simmer 45 min. or until tender. 4 servings.



Name
Address
City, State ZIP
Phone: Cell: E-mail:

- Skills Strongest First
- Include responsibility and accomplishments
- Extracurricular Activities

Cover Letter

Date

Joe Employer
Address
City, State Zip

Regarding: Employment

Dear Joe,

- * Indent paragraphs
- * Edit ruthlessly - no typos!
- * No wrong words spelled right
- * No Smilies No Emoticons :)

Sincerely,

First Name Last Name

**Know The Company
Or
What You Want to
Do**

Targeted Job Search

Better Than Random

Using The Online World

- Search Engines
- The Web
- Social Networking

Search Engines

- Find Companies
- Search For Jobs

The Web

- Research Companies
- Find Leads
- Find Employment People

Social Networking

- Research Company Pages
- Enlist Family and Friends
- Contact People in Your Extended Circle

Applying For A Job

- 6% Chance With An Online Application
- 85% In-person Application

Personal Visit Wins

- Get to decision maker
- Bring resume

The Interview

- Be 15 Minutes Early
- Firm Handshake
- No Coffee, Water

How Do You Look?

- Dress like you would for a day at work
- Neat and clean

After You're Hired

- Arrive and Leave On-Time
- No Social Networking, Personal Calls
- If You Don't Know, Ask
- Only Use Company E-mail & Phone For Company Business
- Office Politics

END