

WESTPORT ONE

AN INDEPENDENT
MRINETWORK[®] MEMBER

PREPARATION

St. Louis, Missouri | (314) 991-4355 | westportone.com



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RESUME

Your resume should be concise, while highlighting your most valuable skills and career accomplishments. In addition, customize your resume for each position in which you apply. It is crucial that the hiring manager **immediately** understands your qualifications because he/she will likely spend less than sixty seconds reviewing your resume.

CONTACT INFORMATION

Include address, phone and email contact information.

CAREER OBJECTIVE

You may choose to list or not list your career objective. If your objective doesn't match the recruiter's needs, you may miss out on a golden opportunity. However, a clearly stated career objective can help your recruiter find your ideal career match.

SUMMARY STATEMENT

Your summary should be brief.

- Include your title and years of experience.
- List pertinent skills.
- Discuss your character traits or work style.

PROFESSIONAL EXPERIENCE

List each position held in reverse chronological order, dating back at least ten years. If you held multiple positions within the same company, list them all to show advancement and growth. The body of each position description should describe your responsibilities and accomplishments.

OTHER COMPONENTS

Include education, professional training, affiliations / appointments, licenses, technical skills, and languages.

PERSONAL INFORMATION

Do not include personal information such as marital status.

ACCOMPLISHMENTS EMPLOYERS WANT TO SEE

- | | |
|---------------------------|---------------------------------|
| Increased revenues | Purchasing accomplishments |
| Saved money | New products/New lines |
| Increased efficiencies | Improved record keeping process |
| Cut overhead | Increased productivity |
| Increased sales | Successful advertising campaign |
| Improved workplace safety | Effective budgeting |

COVER LETTER

- Include your contact information.
- Demonstrate how your knowledge, skills and abilities match the company's needs.
- Focus on how you can contribute to the organization.
- Avoid general statements.
- Do not exceed one page.

PROFESSIONAL BASICS

VOICEMAIL

Keep your voicemail fresh and professional on both your cell and home phone numbers.

EMAIL ADDRESS

Your email address should be simple and professional.

ONLINE IMAGE

Social media screenings have become commonplace as employers look to the internet to gather information about potential hires. It is crucial to ensure your online image is positive and professional.

SOCIAL MEDIA

If your social media accounts are not free of inappropriate or controversial content, set them to private.

LINKEDIN

Do not copy and paste your resume onto your LinkedIn profile. While it is advisable to keep your resume succinct, LinkedIn gives you an opportunity to brand yourself. Feel free to include all the color that you left off your resume on your LinkedIn profile. Additionally, be sure to upload a good quality, current photo of yourself.

GOOGLE

“Google” yourself to see what may have been written about you and be prepared to address any concerns (if necessary) in an interview.

LOOKING FOR OPPORTUNITIES

IDENTIFY YOUR RESOURCES

Know where to go when looking for job opportunities (e.g. recruiters who specialize in your industry, job boards, company career pages, your network, etc.).

UTILIZE YOUR RESOURCES

The most effective job search strategy is to employ multiple tactics.

- Contact recruiters who specialize in your industry.
- Set up alerts on job boards to be notified when the type of position you are seeking is posted.
- Create google alerts for job postings from companies you have identified as places you would like to work.
- Be prepared to expand your network. You can achieve this by:
 1. Asking members of your current network for referrals.
 2. Joining professional or trade organizations.
 3. Attending professional/trade meetings, shows, etc.
 4. Attending networking events.
- Inform your network that you are in the market for a new position and be clear about the type of position for which you would like to be considered.

BE INTENTIONAL WHEN APPLYING FOR A POSITION

It is often assumed that job hunting is a numbers game, and that more resume submissions equals increased odds of landing an interview. However, less is more in this situation. You should only apply to positions that are a great fit for you and vice versa. Remember when we said, “customize your resume for each position”? If you spend your time creating a few quality applications versus a lot of generic applications, you give yourself an opportunity to stand out and increase your chances of landing an interview.

PREPARE FOR THE INTERVIEW

Familiarize yourself with the company, with what they do, and be sure that you thoroughly understand the requirements of the position. You should practice explaining your experience and how it would guide you if you were hired for the role. Furthermore, research your interviewers and seek out anything you might have in common (e.g. attended the same university, mutual connections, etc.). Building rapport is important because people hire people that they like.