

Searching for a Job and Preparing for an Interview

Summary Addendum

1) Searching for Jobs on the Internet

- a) Use Multiple Job Boards
 - i) Glassdoor.com
 - ii) Monster.com
 - iii) CareerBuilder.com
 - iv) Indeed.com
 - v) LinkedIn.com
- b) Some Jobs are NOT Posted on Job Boards
- c) Review Job Description Carefully
 - i) Must meet 80% of Qualifications

2) Applying for Jobs

- a) Tailor your resumé
- b) Appropriately format resumé
- c) Click Apply on
 - i) Job Board Site
 - ii) Company Site
- d) Answer All Questions
- e) Include a Cover Letter whenever available

3) Elements to include in your Cover Letter:

- a) Paragraph 1
 - i) Ask the employer to accept you application for JOB TITLE
- b) Paragraphs 2 & 3
 - i) Address the Skills and Abilities and Experiences you have that match the job requirements
 - ii) Provide Examples of your Accomplishments
 - iii) Quantify examples wherever possible
- c) Paragraph 4
 - i) State how the company will benefit by hiring you and
...ask for an interview

Point of Reference

This Summary Addendum is a schedule provided as a supplement to the video training module referenced herein. It is not a stand-alone document and should be used along with and in conjunction with the corresponding training module.

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Recruiter Screening Call

- d) Explain Your Resumé Gaps
- e) Reason for Leaving Last Position
- f) Why you Applied to this Position
- g) Salary Expectations
- h) Prepare Your Questions
- i) Company, Position, Interview Process
- j) Interview Schedule Availability

Job Board Links:

<https://www.indeed.com/>

<https://www.careerbuilder.com/>

<https://www.monster.com/>

<https://www.glassdoor.com/>

<https://www.Linkedin.com/>