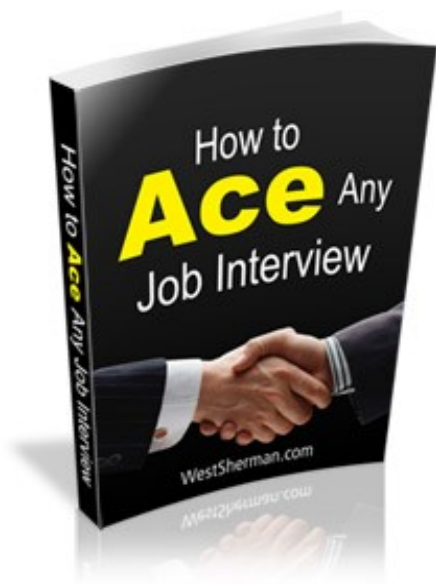


## How To Ace Any Job Interview



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## **Interviewing Tips: Interview For Success**

Having a job interview is seldom a pleasant experience. However, it doesn't have to be pure torture as many interpret it. Many people fall into the trap of second guessing themselves. This creates worry, which can lead to panic. The end result is, someone else gets the job and not you. In this article we will offer some useful advice on how to behave and conduct yourself at your next job interview. We will look at some interviewing techniques and ways to make that needed impression on your possibly new employer.

### **Preparation**

Being prepared for the interview could mean the difference between getting the job and not. Employers will usually hire the person that makes the best impression at the interview. This is quite often over people who have far more skills, qualifications and experience. Being prepared can quite often make or break the interview.

Have everything the employer wants handy. Making a fact or data sheet can make a very good impression. It shows the employer that you are keen and organized. Include referenced and your contact details.

When asked about your previous work experience, try to stay positive. Think about how this experience has helped prepare you for the job on offer. Even if your last position wasn't ideal, remain positive. Keep to how this job has helped you and prepared you for this position. Don't fall into the trap of being negative about former employers. This looks very bad and unprofessional.

You may want to try preparing some responses ahead of time. This will help you think on your feet when they ask you something that you may not expect. Think about how you can word things to put that all important positive spin on them.

## **Interviewing Tips: What You Can Expect From An Interview**

Knowing what to expect can mean the difference between performing well and making a fool out of yourself. If you know what to expect you can better prepare yourself for the challenging questions and scenarios they may pose.

Generally, when you begin an interview there is a period of introduction. Once those have been completed, you may be offered the opportunity to speak about yourself. You should really try to keep this relevant to the current job offer. Although your personal life maybe of great interest, the time for an interview is limited so best stick to what they need to know and want to hear.

You may be asked to demonstrate your current knowledge of the company. You may be asked this directly or in the form of a question such as. Why would you like to work for us? Prepare yourself by doing some research about the company. This shows the employer that you have a genuine interest in working for them and are not afraid of doing some research.

Nearly every interview asks that dreaded question, what are your weaknesses? The worst answer that you can give is none at all. Everyone has weaknesses so this answer will not impress. This question is more a test of your answering skills than anything. Speak about how you deal with your weaknesses. I make lists of things to do to make sure I remember everything or I use spell check to make sure everything is correct. These answers show your weaknesses and how you cope.

You will also likely get the opportunity to speak about your strengths. Although you may have many, keep these relevant to the job on offer. Again, interview time is limited and you don't want to waste opportunities.

Preparing yourself ahead of time and knowing what to expect can make a great difference in how well you perform in an interview. By being able to handle yourself well, you'll be able to make that important first impression.

## **Interviewing Tips: How To Guarantee You'll Perform Well**

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## **Interviewing Tips: Keeping The Past From Haunting You**

Unless you are interviewing for the very first time, you likely have worked before. In fact, most of us will have several job interviews in our lifetime. We will also have had several previous work experiences ranging from great to absolutely terrible. You want to list your work experience but you don't want a prior bad job or employer from hurting your chances of getting hired. There are some techniques that you can practice to help you keep your past from haunting you.

You will likely be asked about your last position or positions. Try to remain positive and keep a good spin on things. Never say you left because you were dismissed, or let go. Say things like you left because you felt you had grown as much as you possibly could at that company. Also speak about what you learned while working there and how your experience will help them.

Even if your last employer was horrible, do not say anything negative. Many times this is a test of discretion and by being negative you will fail it. You can mention things you liked and disliked in a professional way.

If you have had a long absence from work, you will be asked to explain why. Again, keep positive. Explain that you wanted to find a company that you could settle down in. Employers will like this. If you can convince them you want to stay on long term, your chances of getting hired will increase. Companies spend a huge amount hiring and retraining new recruits, so someone who will stay on for the long term will look very attractive to them.

By staying positive and not insulting past employers, you can go a long way towards keeping the past from haunting you.



## **Interviewing Tips: Things To Ask The Interviewer**

When the interview ends, you will likely be given the chance to ask your own questions. It is wise to prepare some ahead of time, failure to ask anything looks like you want to end quickly. Good questions presented to the employer make you look like you have a genuine interest in the company.

A good question to ask is who your immediate supervisor will be. You need to know if you can get along with this person and this is a good opportunity to find out. You may also get the chance to meet this person and make a good impression on them as well.

Another good question to ask is when a hiring decision will be made. This shows your sense of urgency and your keenness to start working. You may also want to ask how successful candidates will be notified.

Asking about possible advancement opportunities is a good question. This shows that you may be willing to stay with the company long term. Companies always look on this as positive. It also shows that you are ambitious and goal oriented. You may also want to ask about training opportunities within the company. This is a good question to complement advancement.

Finally, the appropriate dress code is a good point to rise. It shows that you are detail oriented and want to make a good impression.

To get that job offer, you need to have a successful interview. Employers rarely hire the person on experience and qualifications alone. Most of the time it is the candidate that gives the best interview. By knowing how to present yourself in the best possible way, you can guarantee yourself success.

## **The Job Interview: Engaging Everyone**

Many job interviews will be conducted by more than one job interviewer. This can either work for or against your chances of landing the job but there is one major thing that you can do to improve those chances: engage everyone in the interview room. What this means is that you need to make eye contact with each interviewer so that you show interest in what they are saying. Don't make the mistake of focusing on one person because you're too nervous to work the room.

Make sure that you bring along copies of your resume and references to any job interview even if you have no idea how many interviewers there will be. This way when there is more than one person you come prepared to engage them all.

This very act alone can go a long way in showing a potential employer that you are serious about the interview process and think ahead of the game plan. When you answer a question, even if the question has been posed by only one person, make sure that you look at everyone in the room when you're giving your answer.

Once again this shows that you have good people skills and that you are able to perform under the pressure of a job interview by more than one interviewer.

## **The Second Job Interview**

Your goal in a job interview should be to make it to the second round. Many job interviews are more than just the one step of the first interview. Most employers these days will have a short list that they have after the first interview of people who they are interested in. When you make it to the second job interview there are some strategies that you should keep in mind so that you ensure you get the job.

Most employers will test you to see if you know what you're talking about. If you're applying for a job that is specific, such as a technical job, your interviewers will want to know that you can do the job. You may be required to take a written exam that is quite extensive. Prepare for your second job interview by going over the things that you know you need to understand for the job that you're interviewing for.

You may be introduced to other employees and potential coworkers during the second job interview. Try to look each of them in the eye and leave a personal impression on them so that they have something good to say about you to their employer. The second interview is going to get you that much closer to landing the job so put all of your effort into it.

## **The Job Interview And The Thank You Letter**

These days the thank you letter is a big part of the job search strategy that you need to perfect when you're looking for that perfect job. In the past people would write a short note to thank their interviewer for their time and letting them know that they are very interested in getting the job. In today's job search market the thank you letter is much more than just a note to your interviewer. In fact, the thank you letter is crucial if you want to be seriously considered for the job.

You'll want to use the thank you letter as a way to address the key points of the job interview that you just had. Discuss key areas that were brought up by your interviewer so that you indicate that you were listening at all times. You'll also want to show that you have a good understanding of the goals of the company and what direction they are taking.

Your thank you letter should be about one page in length. Any longer and an employer will consider it to be over-kill. The letter should be sent within three days of your interview. If you wait much longer it may show that you're not really interested in the job.

## **Showing Confidence In The Job Interview**

Employers everywhere want to hire people who are capable, confident, and unique to the job that is being offered. You need to walk into your job interview with this confidence flowing out from you so that your interviewer remembers who you are. Many employers are looking for employees who are fresh out of school while others are looking for more experienced workers. No matter what an employer is looking for you need to show confidence that you can handle the job and that you are what they are looking for.

There are several ways that you can show this confidence by including certain issues in your answers to certain questions. Employers like to hear about “teamwork” whenever they can since this shows that you have an awareness of the importance of being part of a team. Team players go a long way when it comes to impressing the boss.

You can also display confidence by maintaining eye contact with your interviewer. If you look away too often you can leave the impression that you’re either not really interested in the job or that you’re feeling very insecure. Prepare for your job interview so that go into it with as much confidence as it takes to get the job.

## **The Job Interview: Realistic Expectations**

Try to have some realistic expectations about any job that you interview for. You don't always have to interview for jobs that you have all the qualifications for since sometimes, by reaching for a job that is out of your league, you learn something useful that you can apply in the future. Realistically most employers are looking for employees who have the skills that are needed to do certain jobs.

If you're working on your education so that you can get one of those jobs you might want to apply just for the experience. The important thing to remember is that you are realistic about your chances of getting the job.

Many employers want to hire people when they are at the beginning of their career so that they can shape them and guide them in the direction that they need. This can work to your advantage if you're just out of university and are looking for an entry level job. Other employers want to hire people who have the education as well as the experience that they are looking for. This often means less training costs for the company. When you go to your job interview be realistic about the knowledge and the experience that you have. You may not always get the job but every interview should be a learning experience that prepares you for the next one.

## **Writing Your Resume**

When it comes to formatting; if you are writing an executive resume you will want to highlight your experience and accomplishments. For the most part, unless you have studied at an Ivy League school, you will likely not have to place too much emphasis on your school history. For example, if all that the job you are applying for requires is a high school diploma than you can simply skip that part all together and mention that you meet all of the requirements for the position in your cover letter.

Of course if you are using your resume to get a general job, you will want to highlight all of your duties so that your prospective employer knows that this is an area that you have already demonstrated in the past. What can be very complicated in creating your résumé's format is if you are applying for any job in a company and do not really care which. For this you would want to show your diversity in your format. This would naturally more emphasis on your different job experiences.

In general, resume formats should include items such as: qualifications, experience, references, and special accomplishments. After that what is needed pretty much varies by the job you are looking to get. If in sales, you will want to focus your attention on your accomplishments in this area or a similar one and your personality in general. This would be more along the lines of your CV. This is the document that you will be using to describe yourself on a personal level. When it comes to a job like sales your experience with dealing with people is your most important ally.

With so many formats to choose from, it can be difficult to choose between them but if you really think about it; it doesn't have to be impossible. Just think about what is being highlighted in your resume and what type of impression you want to give. Just so that you know, most resumes are best served if written in 12 point, Times New Roman font. Just make sure that the headlines are bold and a bit larger so that they stand out and give the employer an easy to see what they want.

## **The All Important CV**

Any person who is actually planning on applying for a new job can benefit from curriculum vitae writing tips. A typical curriculum vita, which is often referred to as CV, differs slightly from a standard resume because it contains substantially more information than just your education and prior job experience. A CV should also include any other information about you that is relevant to the job that you are applying for. A CV offers so much more personal information about you and your abilities and has become a primary aspect of writing a resume these days.

The first difference between a curriculum vitae and a traditional resume is how long it is. Professionals will quickly advise you that resumes should fill up one or if it is really needed two pages. A CV, though, can be longer if it has to be; it is not uncommon for a curriculum vitae to be at least three, or as many as 10 pages long if you want. Some people just really need that much space to write their qualifications.

The next aspect of the curriculum vitae tips is to include, in detail, any special licenses or awards that you have been given. If you have published books or articles, have taught courses at a university, or if you are affiliated with any academic or professional groups or organizations, they should also be included on the curriculum vitae. The CV is your chance to show every bit of your personality and life and your achievements. What this means is that this is the time for you to brag your guts out. There is no such thing as tooting your own horn too much with a CV because that is what this is for.



## **Getting To The Cover Letter**

When you are thinking of applying for a new job, the skill of cover letter writing is really worth taking a close look at because there are many people out there who spend a tremendous amount of time and effort perfecting their resume, only to speed through the process of cover letter writing. This is a potentially large mistake, as the cover letters are the first and sometimes the only things that a hiring manager will see about you. This is because there are many applicants applying for the same position at one time and how you express your interest in a position may just be all they need to know before deciding on an interview.

Unlike a resume, the cover letter has to be fine-tuned each time you send it out. A resume can be frequently printed in bulk. After you create and edit a resume, you can generally let it just be there for a little while before making significant changes to it. Cover letters, on the other hand, will change literally every time you send them out because they need to be tailored to the company and position you are applying for.

How will they change, you may ask? Just to point this out, you should always address each letter to the hiring manager personally. You should never use general salutations like "To Whom It May Concern." This is not just impersonal; it demonstrates that you haven't taken the time to research the company for which you are applying to. With the resources of the Internet, it is easy to find out the identities of human resource directors, so you should take a few extra minutes to find out some names, and you may be rewarded with a lucrative job in the end.

Chances are that you will be applying to firms that don't all do the same exact thing either. When you're writing a cover letter, you should tailor each sheet slightly to the company to which you are sending it because this is just smart sense. Cover letters are a great way to add your personality to your resume so be friendly and give those quotes any chance that you get it is better than references to most employers.

## **Posting Your Resume Online**

These days more and more employers want their prospective candidates to find job openings on company web sites or Internet job boards like career builder and monster.com. They require online applications and they prefer to communicate with potential hires through e-mail. Hiring with the aid of technology is a time and money saving proposition for modern businesses. It has maximized their efficiency in the candidate selection process and gives them the chance to search for their employees rather than being bombarded by them on the job.

Employers say they can advertise to a wider, more diverse candidate pool when they go online and this in turn means that you've got more competition than ever before! You will need to find matches for hard-to-fill positions, easily share resumes of qualified candidates with hiring managers, fine tune the hiring process, and tighten the timeline between the need for a new employee and the date the employee starts on the job.

Employers say that using the company's own online application system is the fastest way to get your resume into the right hands and there are always websites that help you connect to them. When you are writing your online resume, you will want to make sure that your focus should be on making your application different from the others to avoid its being overlooked by the various employers out there.

## **Getting Help With Your Resume**

Resume writing is an area of deep expertise for those people that choose to do it. Many different services will specifically hire people and professionals to assist you in the creation of a stellar resume for you. These services are often writers and editors who have studied the art of writing a resume and who know what companies and universities are looking for in a resume. Some services even hire Ivy League graduates from Yale and Harvard just so that they can give resume writing help to people looking for assistance.

If you plan to use a service for getting help writing a resume, it is important to know who is helping you. Be sure to check their credentials and background so that you can make sure you're getting resume writing help from someone who knows what he or she is talking about. Most of these services charge a fee, and it is obviously stupid for you to pay money to someone who doesn't know what he's talking about.

No matter whether or not you hire someone to give you help writing your resume, you are going to want to be sure to share it with someone before you actually submit it to companies. It is very easy to overlook errors on a resume, particularly because you are likely to stare at it and edit it many, many times before you actually think of making it a submission. It is even possible for you to spell your own name wrong if you are not paying attention so hiring a professional can really be a good service to you. If you are in need of resume writing help, you can always look online for help or in your local classifieds. Just be sure to check the testimonials of clients and look for a good reputation. That will help you out very much.

## **Should You Apply To All The Jobs That You Come Across?**

When a person becomes unemployed, the search begins for a job they can find related to their field of experience. As desperation ensues many people start to look at fast food and factory work as an option. They will apply to as many as possible, hoping for a job. This happens too when a person has a college degree but can't find a job.

It gets even more serious when money is dwindling and there is still no job to get excited about. The longer the unemployment, the more stress sets in. The person is searching in the local newspaper or even on the Internet through hundreds of job listings. With so many to sift through and so many to apply, should you apply for all in your area? Many people, when desperate enough, do this practice. But is this really the best thing to do?

Before sending off your resume, there are several factors that need to be taken into account.

### **1. Work related experience, education and training**

One of the first and foremost important of all other tips is making sure that any job you apply for has a common theme with your background. Basically, it boils down to the type of degree a person is holding onto. If a person has an English degree, they shouldn't be applying as a nurse to pay the bills. These two jobs have no common similarities. Making a list of jobs interested in and in the general area. Important: Try to remember that when you apply for all open positions in the immediate area, it doesn't mean you are qualified for some of them.

### **2. Location of said positions**

If a person is content where they are living, a local newspaper would be more helpful in the job

search. Again, unless you don't mind commuting, it's best to remain searching locally or in the immediate area. Unless a person doesn't mind relocating, then Internet searches will and do work. With the Internet boom, tons of career orientated search websites have become available. One of the most important tips is never take an interview when they know relocation is not an option.

### **3. How badly do you need a job**

If a person is in dire straights and unable to receive unemployment benefits, it might be wise to increase the job search applications. This is especially true if the bills seem to be piling up or the family is in need of support. Submit applications to jobs that you are only qualified to do.

### **4. Repeatedly bombarding a company with applications**

People should not constantly barrage a company with applications especially those that they are not qualified to do. This leaves a lasting impression that can reflect upon a person poorly. It is harmful to the person's reputation and their good name. This can be especially true for those jobs a person is not qualified for in the first place.

A person's best judgment should always be used when considering how many jobs to apply for. With the points mentioned above, one can determine if applying for too many or too little will help in the long run.

## **Tips For Dealing Cold Calls In Sales**

## **How To Ace Any Job Interview**

Have you been a salesperson or telemarketer trying to sell a product? Have you ever tried doing door to door sales? This is making a cold call.

### **What is a cold call?**

A cold call is anyone who tries to make a sale whether in person or by phone. Cold calls are done on a personal level despite either way because it's done for personal or official business.

### **Why is there anxiety with cold calls?**

Most feel cold calls are only done on strangers but it can be done with people you may know. It's common to feel anxiety when making a cold call because you never know how someone will react. Because of that, cold calls are hard to do until the ice is broken and you hone in on where you feel at ease. Yet, once you have mastered this technique... it'll be time to move to more demanding aspects one doesn't usually approach.

Cold calling can be volatile in some ways because it leaves some people with butterflies in the pit of the stomach even causing some professional to throw up.

The anxiety one feels by making that personal leap from a physical appearance or telephone presence can lead to many wanting to quit. Some calls are so bad they make some feel like disappearing.

Professionals like doctors and lawyers feel the same way, relying on friends and loved ones for referrals. Some believe that making a cold call is a degrading to their self-respect and fine name if unsuccessful. Usually a deep breath tends to help.

Fear of being laughed or yelled at from a cold call is common and makes one feel very uncomfortable. This is a roadblock of selling but can all be trounced with confidence, a positive attitude with careful planning and the precise training. It's possible for anyone to become a salesperson.

### **Five tips for stress-free cold calling**

## How To Ace Any Job Interview

***Be Positive*** – Cold calling deals with influential business stratagem. You must be confident in yourself and then make your co-workers or cold case callers have positive attitudes too. If you have eagerness in your voice, people will notice.

### **How to prepare prepared**

Always make a list of whom you are seeking to call or visit. Have introductions ready and learn what products you will be offering first. If a person is prepared, be prepared for actual business.

### ***This is who I am***

Never be overeager or too nervous; it does show. Don't be someone you're not; be yourself. Always presume you are making a lifetime friend.

### ***Staying cool***

Never assume you'll make a sale. Be prepared to be declined. When you do this, it doesn't reflect as a personal assault. Just learn from the mistakes made and be persistent. Find an approach that works for you and run with it. Being declined is like moving up to the next stone and finding your niche'

### ***Questioning is Normal***

Never expect someone to sign up right away after you're explanations. Remember that all questions have answers. People like to help and regarding your person with proper titling such as Sir and Ma'am catches them off guard especially if you ask them if there is any way they can help you out. It's not a yes or no question but it lowers their guard, which can be used during the interaction.

## **Must-Know Tips On Executive Job Search**

## **How To Ace Any Job Interview**

Everyone strives to be the best they can be in both their personal and business life. When a business awards someone with a raise or promotion, it makes him or her work just as hard to prove they deserved to get it in the first place.

Still there are those who never get the recognition they feel they deserve, whether it's by their own feelings they deserve it or someone else saying, "You do a great job but..." This sends many workers searching for an executive job that will provide them with not only growth and improvement but also security and a better income.

For those seeking "the grass is greener on the other side" job, luck is not what finds you the job. Getting out and searching for it does. And landing that perfect dream job doesn't depend on luck either... it all depends on the person.

### **Does Appearance Matter?**

Above most, first impressions are everything. Have you watched someone in a store and were repulsed by his or her outfit? It's the same thing in what you wear to a job interview. The old saying "Looks could kill" basically fits the "If I wanted this job, I'd dress better" because chances are your appearance killed your opportunity of a job offer.

When an employer looks back at all the applicants' files, they'll remember the one who wore baggy pants and a cut off t-shirt with tattoos showing and hair completely nappy. Even if the person is completely qualified for the job, think they'll get the position? It's imperative for those who want the job to dress the part even if they aren't comfortable with it.

### **Should an Applicant be a Know-it-All?**

An applicant seeking an Executive position has a better chance at an interview when employers see that they have most of the necessary skills required of said position. Applicants should show employers that they are quite knowledgeable in the position they are seeking.

However, applicants should never come off as a know-it-all because employers don't care. Employers are looking for people who know their material but are willing to learn new things within their company. This expands the person's knowledge a little further while doing the job



## **How To Ace Any Job Interview**

they were hired to do. More than half the applicants out of 10 are hired due to experience not their attitude of experience. Employers want people who have mastered the related job field.

It's one thing searching for that dream job; it's another getting it. Just remember that what you wear, what you do, what you say and how you act will all fall to whether you do or don't get the executive position.

## **Tips For A Stress-Free IT Job Search**

When the Internet took off, so did job search technology. It's becoming obvious that Information Technology (or IT) jobs are much more prevalently found on the net and the best bet.

## How To Ace Any Job Interview

Many websites offer job listings within specialized fields. To benefit from the search means to keep your eyes open and look for those jobs best fitting of a person's qualifications.

Before one can even begin a major search on certain sites, there are several things that need to be done.

1. Upon picking a job search site, register.
2. Once completed, a confirmation e-mail is sent out via the website moderator to verify that they did indeed register at said site.
3. Sites will ask users to fill out forms to narrow down the specifics of job searching. This form is done within the user's profile online.
4. Most sites give users options on how they wish to work. There are five ways a person can work which include full-time, part-time, intern, temporary or contract.
5. Sites will allow users the option to post their resume where prospective employers can search at anytime. This can be done whether or not a person found a position he or she is interested in.

Frustration is high when it comes to unemployment and job search. Searching through numerous IT jobs on the Internet can be aggravating. However, five major points can help ease the stress.

1. Three things to determine are: location preference, the salary and organization of a career portfolio both in hard and soft copies.

1.1 Is the person willing to take time to relocate if a good enough position becomes available somewhere else? Would the person want to work in more closely home orientated place?

1.2 One should never seek demands about salary while in the interview process but it is wise to have a preconceived notion of how much the pay will be before accepting a job and moving if needs be.

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- 1.3 While most employers ask for a soft copy of a resume, some would also like a hard copy. Make sure to have a hard copy and a soft copy on disk as a backup in case of computer failure.
2. The first argument should be ranked based upon importance.
3. Use search engines to find listings for the IT jobs.
4. Registering at numerous sites keep the options open and provides a wider access database.
5. Once a job becomes appealing, submit the resume based upon the first set of priorities.

## **Smart Steps To Have Poise In An Interview**

The first step was easy to accomplish. You settled on a position, touched up your resume and sent it in. Now the call comes where the employer, after careful review, would like to have an interview with you for said position. What happens here can make the difference between having a job and still looking for one.

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Remember their first impression came from the resume. With many resumes to sift through with a minute or so to go over each one, company officials settle for those with experience and detailing information.

Resumes already give employers the background information behind the education and work experiences as well as current information regarding phone number, addresses and your name.

During the interview process, employers will obtain more information from an applicant including but not limited to: experiences, accomplishments and lessons learned while working for other employers. This no doubt includes how the individual handles certain situations while dealing with the job's challenges. Employers will also seek information about how the applicant got along with other employees.

A lot of times, character comes into play. An employer may ask personal questions regarding the nature behind family relationships. While some applicants review this as too personal, it is necessary to find out the person's character flaws.

Always a legitimate question but never easy to answer is the "where do you see yourself in five years?" and why did the interviewee apply in the first place. These types of questions lead the employer to find out if the applicant has a dedication to the company or if it's a stop-over to another position. It also leads the employer to find if there is something beneficial the applicant is seeking to learn or take from their job experience.

With regards to salary, companies try to stay within and follow a budget. Like a household who lives on a budget can allow for so many extras, companies follow the same regimen. Employers will ask applicants if salary negotiations are possible especially if the original seeking amount is too high.

After a thorough interview is completed, there is typically a time where people can ask their own questions. This is a great time to ask and learn more about the company and get a feel for it.

This usually leads to the end of the interview. If the applicant passes the first phase of interviewing, it is then off to the second round or a job offer.

## **Better Job Search Engines**

Job search engines use state-of-the-art technology to assist people in their job quest. Here you could enter all the relevant information to reduce the lists of sought after jobs to get more accurate results.

Because new jobs are being added daily or even hours after, the tendency to see the results you had yesterday may be different from what you see today. This is where job search engines come in handy.

## **How To Ace Any Job Interview**

After some trial and error there are a few job search engines that could yield better results. They allow searchers to see major job sites, companies and even its associations by entering a keyword and location. Results can be seen in different ways, it could be in a browser list and some sent thru e-mail.

SimplyHired.com, America's Job Bank, Jobster, and Indeed.com are just a few of the search engines that can give you more accurate results. These sites include over 500 job listings with job boards, prime newspapers, and numerous companies with career pages.

Indeed.com even has an advance search option that could be used to search company names, positions, and even the distance for commuters.

America's Job Bank let's you enter the job category you would like to search, then you can enter either the city or the zip code and state you would like to find the job and it gives the list of job openings. If you're lucky, you can even get the quoted salary from each of the companies you're eyeing on.

In SimplyHired.com aside from the list of jobs open, applicants are also given a short description of the job you're about to handle including the responsibilities to be met even during application. It also includes the type of company, location and date when the job was posted.

Jobster provides the latest job postings from today up to the last 7 days wherein you can also choose the distance you prefer. This site gives you the ability to see the list of the freshly posted jobs from a variety of sources.

### **How Well Are They?**

These sites give listings that are relevant and timely, compared to other search engines that generate results a little longer than the others. Some would even provide results that are far from the location picked out.

So far the best among the search engines used is the Simplyhired.Com. It showed the job title, a link was also provided for posting, a summary of the job description, where the exact current

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location and where it originated. The produced results are easy to read, non-confusing with bits and pieces more of information plus the getting around is user friendly

### **Importance Of Skills Emphasis On Job Interviews**

Skill emphasis during the interview is important to show the employer what makes you different from all the other job candidates. In this competitive world, companies search for the most qualified employees by weighing skills of the candidates and determining how they would benefit the company.

Majority of the top companies search for employers who stands out based from their expertise, ability to give new developments, and pleasing personalities that would enhance the organization.

Skills are grouped into three kinds – knowledge-based, transferable, and personal traits.

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**1) Knowledge-based skills are those learned from experiences.** These may include educational attainment, additional training, seminars attended, and other practices that you have studied to enhance your expertise.

Knowledge-based skills include computer and communication skills, marketing or managerial knowledge, product development, and many more. These skills vary depending on the field of industry of each job candidate.

**2) Transferable or portable skills are those you bring to a specific job.** This is the reason why interviewers ask, "What could you offer the company?" Transferable skills are important because companies strive to look for quality employees that would improve the development of the workforce.

Portable skills include problem solving, team leader potential, organized, writing and communication skills, customer service oriented, time and project management, and good with numbers and budget. This kind of skills varies depending on the experience and versatility of each job candidate.

**3) Personal traits determine who you are. In a job interview, one of the most common things an employer says is "Tell me something about yourself."** Your response is vital because it would set the tone for the rest of the interview.

Personal traits include good judgment, well organized, analytical, goal oriented, flexible, creative and many more. Try to sell yourself in as modest as possible within a limited time.

**\* Self-assessment.** In order to provide an impressive presentation, examine your resume and list all the skills you have used for each past job experience. Make a comprehensive list of your skills and strengths including personal traits, knowledge-based and transferable skills. This would be the basis for your personal commercial.

**\* Once you have completed your script, you are now ready to face the interviewer.**

Remember that employers are interested in your accomplishments. Use words that are concise, direct and clear.



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Although many companies require a unique set of skills, you should still highlight your technical skills in the interview. These skills, which top companies usually seek, include leadership, communication, confidence, flexibility, problem solving and energy.

Emphasizing all of your strengths and skills on job interviews would increase your chances of landing the desired job.

## **Tips On Optimizing Job Listings**

Finding a job and looking for somebody to fill a position are no longer difficult. Thanks to the innovations that technology has introduced, people are now adept with job searches. Both the job seekers and employers have more choices when it comes to finding jobs, whether online or offline research.

In fact, the United States Bureau of Labor Statistics asserted that there is a probable increase of 21.3 million jobs in the coming years. This is because job seekers are finding more ways to search for the right jobs.

One of the most commonly used methods for job searches is the job listing. In fact, most employers contend that job listing is the most effective way of landing a job. Surveys show that 47% of inactive people looking for jobs rely so much on job listings as a means of getting some information about job openings.

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This concept is based on studies and surveys that job seekers are more inclined to search for jobs in terms of the available positions and not on the possible employers or companies.

Hence, it is important for the employers to know how to get the most out of job listings in order to maximize their hiring endeavor.

### **Here's how:**

1. Employers should learn how to concentrate on rewards that they can give to the people rather than what the company's mission and vision are.

In most cases, job seekers are more interested on what they can get from the position that they are applying for rather than the history of the company itself. Hence, it would be better if the employers emphasize more on their job listing the benefits that people can get once they are hired.

2. Employers should present job openings in their job listings in a simple manner.

The key point in making job listings is not to expound more on the highly technical business terms. It would be better to emphasize what their company can do and how the employees can benefit from them.

3. It is important for the employers to be straight to the point when describing job positions in job listings.

There are instances wherein employers tend to make the position more technically conceptualized wherein the job description is mainly different from what the position entails.

Hence, it is important for the employer to tell the exact position and job description as it is in the simplest terms.

Indeed, job listings can be very beneficial to everybody. It just needs the right principle in order to be successful in job hunting and employee searches.

### **Some Tips On How Not To Lose A Job**

Nowadays, finding a job can be very tedious. However, some people contend that trying to keep a job to avoid the risk of losing it is in even harder. This is because they are trying whatever viable means there is, in order not to lose their jobs.

Unemployment is a devastating condition in the society. It wrecks dreams and ambitions, and the goal to have a happy and decent life. In fact, unemployment had such an effect in the United States in 1990, where it only recorded 45% of its population working and from here; only 24% are working full time. That is why it is extremely important for a person to find a job and try harder not to lose it.

Today, the percentage of people who are employed gradually increases and the wage that they earn escalates as well, according to the Bureau of Labor and Statistics. The families that only earn from \$10,000 to \$50,000 in a year are already less common because the others are earning a lot more.

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For people who already have a job and desire not to be jobless again, here are some tips that they must follow in order to stay on track:

### **1. Employees should always try their best to improve their performance**

This entails a chain reaction within the work force in the company. The employee should, by all means try harder to do their job well as well as improve their performance in order to increase productivity.

Once productivity has been improved, the income of the company will grow, meaning there will be more funds for remuneration and more probabilities that the company will adhere to its employees' cultivation and motivation.

### **2. Avoid procrastination**

If a person does not want to lose his or her job, procrastination should be avoided. Making up lame excuses, even if there is the slightest truth in it, will never justify the work undone.

### **3. It is better for a person to find a job that he or she truly likes.**

It would be harder to keep a job that a person does not like. This will only result to poor performance and everything. It is better for a person to find a job that would bring meaning to his or her life.

The main point here is that people should know how to turn failures into success in order to focus on one common goal: never to lose a job again.

## **Job Searching: Why You Should Use Your Local Newspapers**

In a society where we have become dependent on the internet, many job seekers automatically turn to career search websites or job posting websites. While these online resources are a great way to go about finding an open job in your area, you need to remember that they are not your only option. In fact, if you are looking for a new job, you will want to examine your local newspapers, namely the employment sections of them.

As nice as it is to hear that you should examine the employment section of your local newspaper, you may be curious as to why it is so important to do so. What you need to know is that, although, many businesses have started using the internet to their advantage, not all have. This means that there may be a great employment opportunity in your area, but the company behind that opportunity may choose to not use the internet or may not even know how to use the internet to list that job online. You don't want to take the chance of missing out on any high paying jobs do you? Since your answer is likely no, you will want to examine your local newspaper and its employment section.

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Another one of the many reasons why you will want to use your newspaper and its employment section is because of local businesses. If you live in a large city or near one, you may have multiple newspapers to choose from, all of which likely focus on a particular area. If you have your hometown newspaper, you may be able to tell what businesses are the ones with listed jobs. This can sometimes be a little bit difficult to do online. This can assist you, as it can prevent you from applying for any jobs with companies that you know have a bad track record with paying or treating their employees poorly.

Ease of obtaining is just another one of the many reasons why you should use your newspaper employment sections to help you examine all open jobs. There are multiple locations, possibly even thousands of them that should sell your local newspaper. In fact, you may even have a subscription to one of your local papers. This means that you may already have a newspaper in your possession or it could mean that one will soon be delivered. If you so, you will want to open it right up and start examining all job listings right away. Since newspapers are commonly read, you really don't have to go out of your way to examine the job listings inside of them.

Should you decide to take advantage of your local newspapers and their employment sections, you should like the opportunities that you see available. You will find that most opportunities are local already; therefore, you don't have to worry about sorting through national employment opportunities. Depending on the job opportunity or the company in question, you may be asked to mail in your resume or submit it in person. Should you mail in your resume, you will want to create a cover letter for yourself. When creating your cover letter, you will want to outline where you learned about the job in question, like from your local newspaper. This may help you, as it can identify you as a local resident who may be available to come in for an interview at just about anytime.

Should you also decide to use the internet, in conjunction with your local newspapers, you will also want to examine any online editions of your newspapers. While not always, many newspapers have separate classified advertisements, including employment listings, for their online editions and their printed editions. This means that you may be able to find additional local job listings by using the internet in conjunction with your local newspaper. Perhaps, it is best to examine all of your options, but be sure to examine your local newspaper's employment section.

## **Job Searching Online: What You Need to Know**

Are you looking for a job? If you are and if you are like many other job seekers, there is a good chance that you will turn to the internet to help you find job openings. If this is the first time that you are looking to use the internet help you find a job, you will want to continue reading on.

When it comes to using the internet, to help you find a job, you will find that you have a number of different options. These options include websites that are commonly referred to as job posting or career search websites, the online websites of local companies, as well as the online editions of your local newspapers. To make the most out of finding a job online, as well as to have the most opportunities, you will want to try to take each of the above mentioned approaches.

As ideal as it is to know where to look for job listings online, it is also important that you know the ins and outs of doing so. If this is your first time looking for a job online, you may not necessarily be aware of scams. In recent years, the popularity of online scams have increased in popularity. While many employment scams are associated with work-at-home opportunities, not all are. Before submitting your resume or a job application, you will want to do a quick research of the

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company requesting your information. Never provide your social security number to a company that you have never heard of before or one in which you cannot research.

As previously stated, you can use online job posting websites or online career search websites to your advantage. When using these types of websites, you will want to take the time to customize your searches. Should you not do so, you can spend weeks shifting through all of the job openings, some of which may be located across the country from you. Many career search websites and job posting websites will allow you to enter in your zip code to give you local job listings. You may also want to customize your search to include a specific industry or a specific job.

When searching for jobs online, you may find yourself presented with the opportunity of submitting your resume or a job application online. This is more than possible to do, but you need to proceed with caution. As soon as you hit the “send,” button, you are often unable to edit your job application or resume. For that reason, you will want to make sure that all of your information is accurate before you submit your resume or application. If you are emailing your resume, you may want to examine each company’s policy first. Some request that you do not submit your resume as an attachment, in fear of viruses. This may require you to copy and paste your resume into the body of an email. If you must do so, review your resume to ensure the original format stayed intact.

It was also mentioned above how you can use company websites to examine open jobs. You can usually do this by finding the online websites of your local businesses by performing a standard internet search. Many companies have the jobs in which they are hiring for, as well as information on those jobs, listed on their online websites. Even if you are unable to find any local companies that are hiring this way, you may still be able to sign up for free job alert emails. These emails will notify you when a new position opens up. While this may not happen for a few weeks, months, or years, you have nothing to lose by doing so.

The above mentioned points are just a few of the points that you will want to remember when using the internet to help you find a job. In most cases, you are advised to use your best judgment. If a career opportunity that you find online looks to good to be true, it just may be.



## **Positively Thinking Out Of The Box**

How can one person "think out of the box?" This should be done independently, but how? Here's an example: Cut a cake into eight slices but you have to make no more than three cuts. Most people will have trouble coming up with a way to cut the cake. But to solve this, you have to change the way you look at the cake and how to cut it. One perfect solution is to cut the cake into two equal sizes and put the other half on top of the other. Cut it again in half then stack the other half pieces on top of one another and cut them again. There you go, that's thinking out of the box.

Another example of thinking out of a box is this: Here are four words... subtract, multiply, add, decrease... Now which one does not belong to the group? Mostly people would right away say that the word "decrease" does not belong. Why? Because all the other three words are mathematical jargons and the latter is not. Well, that's not thinking out of the box, if you think out of the box, the answer would be the word "add" since it only has three letters while all the other have six and more. You could give a lot of right answers but the one that shows more creativity stands out.

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The prevailing component in the way our minds work is inserting some changes from past experiences and processes. Another good sample is when you are asked two days that starts with the letter "T". Your answer would probably be Tuesday and Thursday. Hey, how about Tomorrow and Today? Well, that is out of the box all right. Companies try to test a new product and are sure they are getting a design at a reasonable cost. They look at things in the business and think that objectives will work just as planned. But these things sound monotonous already, for they only think using the past as patterns. Patterns are helpful since they help finish tasks such as driving, eating or drinking. However, these are the same patterns that make it hard for people to think out of the box and create alternative solutions to a dilemma especially when challenged with unwanted data.

One important move to break the pattern is trying to reverse patterns, designs or solutions and arouse new interest. Take thing as they are and turn them inside out, upside down, or simply turn them around and you'll be surprised with the result. This was Henry Ford's personal experience. His conventional plan was to just "bring people to work." He tried to change all this into: "bring work to the people." This plan generated more revenues.

Another way to bring out other solutions to simple problems and situations is to not think about the subject. If you want to bring about something more creative, think not of the part of the problem itself, rather, think of people or subjects in motion and then use the abstract formation or design as a stimulus for a new design.

But to think out of the box, never shy away from the fact that some of your ideas could really be crazy enough. This could break rigidity of thinking and present a way to sift the harebrained and irrational. This gives the thinker more freedom to think out of the box and reinvent things in way they have never been arranged before. What you could do is list several odd or absurd ideas about a certain problem.

Letting go of the question will release the stress you are undergoing by trying to "squeeze" the creativity. Once you let it go, all the power of the universe is free to find a solution and the solution will come to you when you least expect it.

In much more real life scenarios, you could think out of the box for fun. You can practice fun trouble-making stuff without hurting anyone by saying or doing the unexpected. But make sure

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that you do this first to persons you already know to avoid conflicts and negative confrontations. Say, a buddy asks for the time, automatically you would look at your wrist watch which is a result of the stimulus-response theory. Thinking out of the box, why not say something crazy like, "Oh it's time for a vengeance," then head toward the door. Watch their reaction as they go into total confusion and trance as you have totally mixed things up in their heads and interrupted their thinking pattern. (Don't forget to apologize afterwards)

Thinking out of the Box or usually known as creative thinking seeks to design new and really creative arrangement of elements to produce a work of art. Being an out of the box thinker can be a rewarding profession. This is dangerous, but it could be one of your strengths in no time. If the herd is going to the right, you go the other way.

Remember that you could be genius in your own way. Your thoughts come from deep reaches and these totally different ideas are clever enough to make a difference in the end. Being creative and out of the box is wild sometimes, but could move you through growth and self-development. You'll be surprised at how easy and differently it will be for you to fix and try to solve things away from the tried-and-true habits. Let your thinking out of the old box be your guide to a new and better, wonderful approach to life.

## **Resume Building Tips – Careful Construction**

Probably the key word in the phrase "resume building tips" is that middle one, "building." Every expert in the personnel field, along with the professionals in resume writing, urge patient and complete preparation before the first word is written. Gathering materials carefully and thoroughly is one of the best resume building tips anyone can offer.

In fact, preparation is so important that some experts, including Richard H. Beatty, write that as much time should be spent on preparation and making notes on experience and education as on the writing of the resume itself. Beatty wrote a book, "The Resume Kit" in 1984 that is a couple of hundred pages of resume building tips. Information on preparing to write is given 18 pages in the book. In addition, preparation is woven into the rest of the book, on almost every page. So perhaps the first item on a list of resume building tips should be: Take time to prepare. Gather your information carefully.

But this author is certainly not alone in the emphasis on preparation. Even those who advise using a shorter version of the resume, called a qualifications brief, emphasize preparing your brief above all else.

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What about the next steps, after careful preparation? The fact that both schools of thought, brief or full resume, begin the next step with making sure the document is clean, neat, organized....that's the idea. On a good list of resume building tips, it may be wise to include: Appearance (of the resume) is very important. Sloppy work on the resume will tell the personnel manager or supervisor that the individual will probably do sloppy work on the job.

If the applicant is prepared and takes care to make the resume neat and organized, it is probably time to state just what it is that the prospective employee is trying to accomplish. Just about every piece of advice on resume writing includes the statement of objective. This key item among resume building tips is the applicant's opportunity to put into words what the individual expects will happen. In this situation, the statement should focus on the abilities and accomplishments (based on experience). This is woven into a direct statement that ties past experience to the position being offered.

However, as an addition to this key factor on the resume building tips list, the applicant's statement of objective should be closely tied to, even identical to, the objective of the company. Basically, the applicant is stating that, if the company is looking for the perfect candidate for a position, then the experience shown on the resume fits perfectly.

## **Modifying Resume Writing Samples**

It may be very tempting to use the exact language and styles used in resume writing samples posted on popular websites, but keep in mind that these samples and examples are used by a lot of people, and you don't want your resume to look like all the others. Using the ideas and concepts found on resume writing samples is a good, practical and time saving idea, but simply copying them word for word is often a common mistake.

Imagine if you were an employer that had to read 10 resumes for a job posting about a position for a sales clerk. You would probably expect to see 10 resumes from people of various levels of training, experience and education, each with a unique and different set of phrases, words and descriptors about their previous employment. How do you think you would react if 5 of the 10 resumes had the exact same phrase "responsible for the management and supervision of sales staff, inventory control, financial planning and budget review"? As the employer you would probably think that something was definitely up.

There are several ways to use this same phrase or others like it obtained from resume writing samples. A few other ways to say the same thing would be:

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- Managed and supervised several diverse areas including stockroom inventory, retail clothing sales, accounting and budget review.
- Supervised sales and inventory control in the sporting goods department as well as overseeing budget and financial aspects of daily sales on four registers.
- Responsibilities included complete management of retail and wholesale sales, store inventory and budget development and control for the retail outlet.

Taking the general information and adapting or modifying it from the resume writing samples will ensure that you do not use the same exact phrase as others may. It will also allow you to highlight the specific information that may make you a better candidate than other applicants that just list very general information.

Using the same format or style as resume writing samples is much more acceptable as there are only so many styles that are appropriate for the various types of resumes. It is still possible to modify the resume writing samples format by both downloading and changing or by simple recreating the format using the sample as a visual guide. Slight differences in the overall appearance of the resume can help to set it apart from the others, but be careful to not add too much extra that will distract from the overall appearance and ease of reading.

## **Resume Tips To Help You Land That Job**

Are you looking for a new job or a new career? If you are, have you already started using the internet or your local newspapers to find jobs? If you have, you may be at the applying stage. The applying stage of job hunting is perhaps the most important part. Many times, you are only required to send in a job application or submit your resume. Since your face and your personality will not originally be seen, you will need to let your resume do all of the work for you. That is why it is extremely important that your resume is professional looking. A few tips that you may want to keep in mind when making your resume are outlined below.

As a reminder, your resume is the first thing that an employer will see. If you apply for a job that you saw advertised online or in your local newspaper, there is a good chance that you will not be submitting your resume in person. Although it isn't always fair, many employers categorize their applicants solely on their resumes. That is why it is extremely important that you thoroughly review your resume before turning it into hopeful employers. In most cases, the resume is what makes or breaks an applicant's chance of getting the job that they were seeking.

Perhaps, the most important tip to remember, when creating a new resume for yourself or reviewing your current resume, is the appearance. Many people mistakenly believe that they stand the best chance if their resume stands out. Yes, you want your resume to stand out, but in a good way; a professional way. At all costs, you will want to try and avoid colored paper and



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flashy, hard to read print. As stated above, many employers categorize their applicants by their resumes. Having an unattractive, unprofessional resume is the quickest way to get your resume into that “don’t bother,” pile.

It is also advised that you tailor your resume to the job that you are applying to, or at least the industry that you are hoping to get into. For instance, if you are looking for a job in retail, your resume objective may want to mention “looking for a career in a fast paced retail environment,” or such. Tailoring your resume to each specific job will help to keep you one step above the competition. There are many hiring employers who wonder if their applicants even read through the job listing before applying. You do not want to be one of those applicants. Outlining the need for a job in the construction industry, while applying for a job in the retail industry is another quick way to get your resume into that “don’t bother,” pile.

Another tip that you will want to remember, when it comes to making a nice, professional resume, is length. Yes, you want to make sure that your resume includes as much information as it can, but you will want to make sure that it isn’t jam packed with information. If, at all possible, you are advised to keep your resume around one or two pages long. Be sure to include all applicable information, like your work history and your education. When outlining your previous work experience and your education, you want to include the basic information, just that. Anything else can further be discussed in an interview. Many employers hate reading long resumes, especially when the information isn’t always applicable.

The above mentioned tips should be able to help you create a professional resume; one that will be looked at. If you are not dropping your resume off in person, you will want to create a cover letter for yourself. A cover letter should be short and to the point. Outline the job that you are applying for, the experience that you have which makes you a good candidate, and ask the hiring employer to see your attached resume for additional information.

### Interviewing Tips: The Job Interview

You're thrilled and excited to have been invited for this interview for a new job. Perhaps it is a promotion within your current company or a whole new position elsewhere. This could be a new position offering more money or perhaps more responsibility. In any case, you want to put your best foot forward and make the right impression. In this article, we will look at how to behave in an interview. We will look at your body language and voice to make sure that you make the impression that you want.

The first and some would argue most important things would be to relax and smile. Be polite and courteous at all costs despite possible tense moments. They will know that you are going to be slightly nervous but you don't have to show it. Worrying about the interview will only make things worse. Once things get started you'll likely be surprised at how well you perform.

Another useful tip when in an interview is to always make eye contact with the person speaking to you. When you avoid eye contact it looks like you're hiding something. This will actually make the employers nervous but not in a way that will benefit you. Look them in the eye when they talk to you and when you answer. It will make you look more confident and sure of yourself.

You should listen very carefully to the question that they ask. Not listening will look very bad for you. Don't let your mind wander and stay focused on the task at hand. If you're unsure what the employer means by the question, do not be afraid to have them restate it. Your chances of

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giving a good answer are much better when you have a clear understanding of what is asked.

Finally, be as direct as possible with your answers. Don't go off on tangents that have nothing to do with the questions. It's fine to give examples but make sure they are directly related to what is being asked.

By staying calm, listening carefully and being as direct as possible in your answers, you will be doing everything you can to present yourself in a confident manner. Interviews are usually not as scary as people perceive. You will likely amaze yourself at how well you can perform.

### **Interviewing Tips: How To End The Interview**

Many people do not realize this, but ending a job interview is nearly as important as starting one. You want to leave the interview room looking as clear and as confident as you possibly can. You want the atmosphere to remain positive and to make a lasting impression. In this article we will look at ways to do just that. We will discuss ways to close the interview and keep the odds in your favor for securing that job offer.

When you entered the interview room, you likely shook hands with the employer. It is a good rule to do this upon leaving. It is a sign of friendly respect and keeps things pleasant. You want the interviewers to remember you in a positive way and extending your hand is a very good way to do this.

Another good technique is to thank the interviewer or interview panel. By doing this you are showing your gratitude for being given this opportunity. Again, you're leaving the interviewers with a positive impression of you.

You likely already have company contact details, but a good idea is to ask for a business card. This again shows interest and that you are keen. It also gives you useful contact information should you need to get in touch.

Finally, don't be afraid to follow up with a thank you note or phone call. This is another opportunity to show your prospective employers special qualities about you. It also shows your

seriousness and eagerness in working for their company.

Closing an interview on the right foot is nearly as important as the opening. It is a detail that several people overlook, much to their failure. By paying attention to this one last detail, you can help leave the employers with the right impression and help secure that job offer.

### **Interviewing Tips: When It Goes Horribly Wrong**

Common sense tells most of us the bare minimum for attending a job interview. You should always be on time, you should look neat and tidy, you should speak clearly and make your point, and you should make eye contact. However, there are times when things get out of your control. In this article, we will look at suggestions to help you when things start to go wrong. We will look at ways to get your momentum back and turn tragedy into triumph.

Something to avoid at all costs is arriving late to an interview. This sets the wrong tone and puts you in a negative light. However, sometimes things happen that are beyond your control. If you fear that being late is inevitable the first thing you should do is inform the company. Let them know why and when you are likely to arrive. If your lateness clearly isn't your fault then it shouldn't count against you in the interview. Everyone has been stuck in traffic because of an accident or had some other mishap causing them to be late, the interviewers should sympathize.

Something you should also avoid is going off on tangents that have nothing to do with the question asked or the position. People tend to do this when they are nervous. If you feel like this is likely to happen or has already started, stop, take a deep breathe and try to relax. Interviews are not designed to be fun but they shouldn't be torture. Take sometime to gather your thoughts so you can express them clearly.

Finally, don't ever be afraid to ask questions. Many candidates fear this because they think it will make them look incompetent. However, better to understand the question and give a good answer then pretend you understand it and look like a fool. There is no harm in asking the

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interviewer to restate something if you are unsure. This shows you are listening and take pride in your answer.

Interviews can be stressful. It is easy to say, relax and concentrate but much harder to actually do. Things can happen that are beyond your control to set things off on the wrong foot. However, your damage control skills can help get you through. Through careful explanation and taking the time to stop and think, you can quickly regain your momentum and make that interview a success.

### **Interviewing Tips: Preparing For The Interview**

Being prepared for an interview can mean the difference between getting the job offer or not. You cannot depend just on your qualifications and experience. Most employers surveyed state that in the majority of cases it is the candidate that interviews the best that usually gets the job offer regardless of their prior experience and skill level. Getting the interview right is essential. In this article we will attempt to give you some advice on how to prepare for your next interview and hopefully get the job you want.

Preparation is key in an interview. If you show up with details that employer needs then you will be putting forth the right impression. Having a fact or data sheet handy with references and contact information is a good idea. This shows the employer that you are keen and willing to take the time to think ahead.

Although your prior work experience won't seal the job for you, it is still important. Try to talk about what you learned from your previous position. Stay positive about your previous employer as well, even if it was a less than ideal working environment. Talk about skills you may have acquired that will benefit you in this job. The less training they have to give you the better in their eyes.

In an interview, you should always remain positive and upbeat. Don't fall into the trap of being negative about former employers. Many times this is a test to see how discreet you are. Even if you have had negative working experiences try to put a positive spin on it. You can talk about how that experience helped you to grow and become more tolerant. This will show the employer your willingness to be flexible and work with others.

Through preparation and remaining positive, you will put your best foot forward and greatly increase your chances of getting that job. Make sure you include your life experience and what you have learned. These aspects combined with a good interview will get you the job.

### **Interviewing Tips: What To Expect From The Interview**

Job interviews are about as much fun as a trip to the dentist. There just about as painful but necessary if you want to reap the rewards. By preparing yourself ahead of time you can greatly increase your chances of the interview going well and getting the job offer. In this article we will attempt to demonstrate what employers look for. We will also offer advice on how to answer those questions for which there is no correct response.

Generally, an employer will start of the interview with introductions. They may then offer you the chance to speak about yourself. Try to keep this relevant to the position on offer. The employer wants to know why they should hire you they don't need your life story. Mention any prior work history and how this will help you in this position.

The employer may ask you about the company and what you already know. Before the interview you should do some research and learn some basics about the company. This shows the employer that you are keen and have an interest in working their.

Nearly every interview contains that dreaded question, what are your weaknesses? The worst answer you can possibly give is that you have none. Everyone has weaknesses and the employer will know this. They are asking this question to test your honesty and see how you work through your weaknesses. For example, you could say, I create to do lists, to make sure I remember everything and stay organized. With any weakness make sure you have some method of dealing with it. This is the best way around this question everyone hates.

You will likely get the opportunity to speak about your strengths. Take full advantage of this opportunity but keep your strengths specific to those qualities that will make you a desirable

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employee. If you're applying for an office or corporate type position, the fact that you are county darts champion likely isn't relevant.

Job interviews are seldom fun. However, with some preparation and by knowing what to expect, they can be slightly less daunting. Having the ability to answer questions well and keeping the answers relevant to the position could tip the balance in your favor.

### **Interviewing Tips: The Perfect Interview**

Interviews can be both a blessing and a curse. While you're excited about the prospect of a new career and position, getting through the actual interview can be nerve-racking. People fall into the trap of either over preparing and second-guessing themselves or under preparing and not putting their best foot forward. In this article we will attempt to give you some useful tips on how to have the perfect interview.

Something that employers like to see is an interest in their company. Before you have your interview, do some research on the company. Make a list of useful facts and familiarize yourself with it. It shows the employer that you have a genuine interest in the company because you have taken the time to look some information up.

Before your actual interview, a good tip is to practice. Ask a friend to work with you in a role play situation. Have them ask typical interview questions but also have them create some of their own questions that you're not aware of. This will help you think on your feet and answer those out of left field type questions.

You should always go to an interview on your own. If you have children this is one time where a sitter is essential. Showing up with children gives the wrong impression. Even if your children behave beautifully it will leave the employer wondering if the children will present a problem in the future. Childcare issues account for a large portion of absenteeism in the work place and having your children there will help remind the employer of that. This could result in you losing the job offer to someone without a family even though they may be less qualified.

Finally, greet the employer with a handshake. This is proper etiquette and shows good manners. It also sets a formal but friendly tone to the interview.

Interviewing can be tricky. Sometimes it is hard to tell how to act. If you over perform you may put off the employers and if you under perform you could look foolish. The end result however will be the same, you will loose out on the job offer. By practicing your interviewing techniques, doing some research and arranging childcare ahead of time, you can help put your best foot forward and nail that interview. A whole new career could be just around the corner.

### **Interviewing Tips: Keeping The Past From Haunting You**

Unless you are interviewing for your very first position, chances are you have worked in the past. Many of us have had a wide array of work experiences ranging from excellent to terrible. The trick is how to keep those terrible experiences from affecting your chances of getting the job offer. Some of us may have been unemployed for a period of time. There are several ways of turning this into something positive that employers will recognize. In this article we will look at how to keep past work experiences from inhibiting your chances of getting that job offer,

An employer will likely ask you to tell them about your last position. They may even ask why you left. It is vitally important when answering this question that you do not appear negative. Even if you were dismissed or had to endure very harsh working conditions, try to put a positive spin on it. Talk about how this experience made you grow and how much you learned. The ability to put a positive spin on things is a valuable asset that your employer will recognize. Explain that you are seeking a new position to learn and grow further and you feel this company could provide you with that opportunity.

Some of us may have periods of unemployment to account for. Employers will notice this so you need to have a good explanation ready. If you took time off of work to raise a family then this can work to your advantage. However, you need to make clear that your family is now capable of functioning while you are at work. Childcare issues account for a large percentage of work absenteeism so you need to drive home that this will not be a problem.

If your unemployment was due to other reasons then again, a positive spin is necessary. You could make a statement such as, "I'm looking for a company that I can settle into, permanently". Employers want people that they can keep for a long time. Continually hiring and retraining new recruits takes time and money. Stress permanence and you'll come out looking much better.



In an interview, you want to avoid negative points in your work history affecting your chances. You shouldn't worry about them because everyone will have them to some degree. Stay positive and try to put a good spin on things. This will increase your chances of having a good interview and getting the job offer.

### **Interviewing Tips: What You Should Ask In An Interview**

There comes that moment in any job interview where the employer asks the final question. You breathe a sigh of relief when you answer it beautifully and think that you have the job in the bag. Then something happens that you didn't expect, the employer asks if you have any questions for them. If you're not prepared one of two things will likely happen. You'll either say no and end the interview or ask a bunch of irrelevant questions to fill up the time. Both are going to pretty much guarantee the job offer will not go to you. Employers give you the opportunity to ask questions to gauge your interest. In this article we will look at good and appropriate question to ask an employer during an interview.

A good question to ask is who your immediate supervisor will be. There is a good chance that the person doing the interview will not be directly responsible for you. However, they may be a part of the decision making process so it is a chance to make a good impression on them as well. You should also ask for your sake. You will have to work quite closely with this person and you need to know what you are getting yourself into.

A second good question to ask is when a hiring decision will be made. This shows that you are keen and eager to get started. You could also ask how successful candidates will be notified. Showing an interest in details like this will work to your advantage.

Asking about future advancement opportunities is a good question to ask. This shows that you have a long term view of staying with the company and employers generally like that. They are more likely hire a person who is going to stay with them for an extended period of time than someone who will move on in a few years time. It also shows that you are goal oriented and ambitious which most companies admire.

To complement advancement, you could ask about possible training opportunities. This again

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shows your ambition as well as willingness to learn.

Finally, asking about the appropriate dress code is a good question. This shows you're willing to please and have an eye for detail.

By asking your employer some or all of the above questions, you will present yourself as a serious minded person who has a long term interest in the company. Asking questions of the employer is another opportunity to put your best foot forward. Make sure you use it to your advantage.

### **Interviewing Tips: How Not To Get A Job**

Job interviews are seldom fun, but they are important. If you are looking to make a change in careers or want to take that next step up the career ladder, chances are you will have to pass a successful interview before this happens. There are many things that you can do to increase your chances of getting the job offer. Likewise there are many pitfalls that candidate fall into that can sink the interview. It doesn't take much to send an interview into a downward spiral. Once this starts to happen, regaining momentum is difficult and the chances of getting the job offer dim. In this article we will look at things you should avoid at all costs, when going in for an interview.

If there is one thing that you should never do it is turn up late to the interview. This gets things off to an immediate bad start and sends the wrong impression about you. Take what ever measures you need to arrive on time. If it means getting out of bed 2 hours early then do it. Punctuality is a highly valued quality in an employee. It shows your dependable and value your employers time. Turning up late to the first interview does not give a good impression.

You should make sure that your appearance is the best it can be. Showing up to an interview looking untidy and disheveled will not impress the interview panel in the slightest. Pick out your wardrobe well in advance. Make sure it is cleaned and pressed in time. If necessary, have it dry cleaned for the occasion. Looking sharp and crisp will help impress employers and help you to feel more confident on the interview day.

An untidy appearance isn't the only thing that will work against you. Presenting a sloppy application or resume will also look quite bad. Make sure your resume is free of spelling and grammatical errors. Make sure it is clear and easy to read. There are several services that will create resumes for you, if your clerical skills are not what they should be then perhaps look into one of these services. If your handwriting is poor, try typing your job application. It makes the application look professional and can hide penmanship problems. Take every available measure to insure that these pieces of information are neat and tidy. Some take punctuality and tidiness for granted. However, it is a huge mistake. Employers can read a lot into detail such as these.

Make sure you take every possible measure to be on time and present your self in a neat, tidy manner. You will virtually guarantee failure if you don't.

### **Interviewing Tips: Why You Didn't Get Hired**

Many people annually go through job interviews with no success. The reasons are varied; sometimes the competition is really tough; perhaps they had already hired someone internally; or maybe you didn't take enough time to prepare for the interview. Many people fail to realize how important a job interview is. Employers are twice as likely to offer the job to a person who interviews well then to someone with relevant skills and experience. Some get over confident, thinking their resume will speak for itself. Some are under confident and let it show during the interview. What ever cases, your chances of getting the job offer are greatly diminished if the interview goes wrong. In this article, we will look at things you should definitely avoid when going in for a job interview.

Something that puts prospective employers off is failing to make eye contact. When you fail to make eye contact you appear as if you have something to hide. Employers will pick up on this quickly and it will count against you. Speaking directly to the appropriate person and looking them in the eye makes you appear more confident and honest.

Those who show a lack of interest in the company are virtually guaranteeing failure. Showing interest is something employers look for. Having some questions for the employer is a good way to show that you really want to work for this company.

The inability to express information clearly will always work against you. Employers will give some leeway because they will know that you are nervous, however you will not be able to rest on this for the whole interview. Take your time and think about your answers. Don't be afraid to ask them to restate it if your unsure. The most important thing is to relax. Perhaps practice with a friend or family member. Anything that will help you get your point across in a clear way will help you make the right impression on the employer.

If you are changing companies, you may have to take a lesser position or smaller salary. The unwillingness to do this cuts many out of getting the job offer. Remember, you must look at the big picture when taking a new job. There may be other benefits to this position besides salary.

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Weigh this very carefully before saying no.

There are several reasons why people don't make it from interview to getting hired. Some fail because they take the interview for granted. You must remember, an interview isn't an invitation to work for the company. You must present yourself well to get to the next stage.

## **Interviewing Tips: How To End The Interview**

Many people do not realize this, but ending a job interview is nearly as important as starting one. You want to leave the interview room looking as clear and as confident as you possible can. You want the atmosphere to remain positive and to make a lasting impression. In this article we will look at ways to do just that. We will discuss way to close the interview and keep the odds in your favor for securing that job offer.

When you entered the interview room, you likely shook hands with the employer. It is a good rule to do this upon leaving. It is a sign of friendly respect and keeps things pleasant. You want the interviewers to remember you in a positive way and extending your hand is a very good way to do this.

Another good technique is to thank the interviewer or interview panel. By doing this you are showing your gratitude for being given this opportunity. Again, you're leaving the interviewers with a positive impression of you.

You likely already have company contact details, but a good idea is to ask for a business card. This again shows interest and that you are keen. It also gives you useful contact information should you need to get in touch.

Finally, don't be afraid to follow up with a thank you note or phone call. This is another opportunity to show your prospective employers special qualities about you. It also shows your seriousness and eagerness in working for their company.

Closing an interview on the right foot is nearly as important as the opening. It is a detail that several people overlook, much to their failure. By paying attention to this one last detail, you can help leave the employers with the right impression and help secure that job offer.

## **Prepare For Your Job Interview**

The hour that you spend in your job interview could be the most important hour that you ever spend. This is because your job interview is the time frame that you have to get that job that you really want. But you need to have some winning strategies in place so that when you're sitting in that interview room you put every minute to good use. You need to be as prepared as you can for any number of questions that come your way and you need to have the right answers at your fingertips so that you exude self confidence and credibility.

One of your main goals in your job interview is to stand out from the rest of the people who are applying for the same position. One of the ways that you can do this is by finding out as much as you can about the company that you want to work for and the position that you're applying for. The more knowledgeable you sound about the job that you want the better the impression you'll leave with your interviewer.

During your interview avoid using words that sound unprofessional such as "cool" and "awesome". Most companies are looking for a professional attitude and this attitude should be displayed in your job interview to show your seriousness about getting the job. Try to be as prepared as you can for the interview by guessing at some of the questions you'll be asked and coming up with some answers. There are some questions you can be sure that you'll be asked, such as "why do you want this job". Try to come up with something better than the standard answer which most interviewees will give. Be unique in your presentation so that you leave an impression that is going to be remembered.

When you're asked to talk about yourself try to limit your response time to about a minute. You want to talk too much about yourself yet you also don't want to give too little information about who you are. It's important that you listen to your interviewer so that you show that you have listening skills as well as speaking skills. Interviewers want to see a well rounded individual in front of them who is ready to tackle all aspects of the job. Your interview is your chance to score a few points. Try to slip in a few comments about work ethics and team work to show that these ideas aren't foreign to you.

## **Job Interview Mistakes**

When it comes to the job interview there are many mistakes that you can make that can cost you that job that you really want to have. Stop focusing so much on your resume and start paying more attention to things that can go wrong and what you can do to correct them. Most mistakes are made right in the job interview so that more prepared you are for what is to come the better chance you have of avoiding and averting those mistakes.

Perhaps the biggest mistake you can make is to arrive late. In fact, if you arrive late for your appointment, you can pretty well write off your chances to get the job. Employers will have little use for someone who can't even make it to the job interview on time. Another area where job seekers often make a mistake is in their cover letter for their resume. You need to make sure that your cover letter is precise and accurate and that it says just enough about you to want potential employers to give you a chance in the interview room.

The one thing that you don't want to do is have too much attitude since this can work against you in your cover letter and in the interview itself. As well, you don't want to have a bad attitude about the job interview process. Don't be overbearing and arrogant, and always keep in mind that it's you who is looking for the job and not the other way around. You're not doing your interviewer any favors by showing up for the job interview.

Your body language should be exact. This means a strong handshake, eye contact with your interviewer, and making sure that you don't cross your arms during the interview since this can be a sign of aggression. Dress accordingly. This means a professional outfit such as a suit or good dress clothes. Always remember that you want to leave an impression with your interviewer that is positive and unique.

Reserve any questions that you have until your interviewer gives you the chance to ask them. This will usually happen at the end of the interview when you are given a few minutes to ask questions. Limit your questions to a few and never ask about salary or any job benefits. You want to seem interested in the job but not overly confident that you have the job and can ask about how much money you're going to be making.



## **A Luncheon Job Interview**

There may be times when your job interview is conducted over lunch or another meal. This is because many employers have busy schedules and they will try to kill two birds with one stone: a meal and your interview. There are some interviews that will put at breakfast with one interviewer followed by lunch with another and then dinner with yet another. And in each “meal” interview you’ll be required to answer questions over and over again with confidence and reliability.

One of the reasons why many employers will conduct a meal interview is because they want to see you in a variety of social settings particularly if this is something that is part of your job description and you’ll be required to meet with clients on a regular basis. Or your interviewer may simply have only a limited amount of time to spend on your interview and is trying to fit as much as possible into their schedule. No matter what the reason is for the meal interview you need to be as prepared as possible for anything that comes along.

Wait for your interviewer to sit down before you do. This shows respect and courtesy and will leave a lasting impression that is positive. Your interviewer wants to see how you conduct yourself in a social setting so take the opportunity to show off your best professionalism. Sit up straight while keeping your feet flat on the floor. Crossing your legs can come across as too casual. Unfold your napkin and place in your lap when your meal arrives. Proper etiquette is another way that you can score points in the meal interview. When it comes time to order your meal choose something that is less expensive than what your interviewer is ordering. If you’re asked to order first, choose something that is in the medium price range. Again, this is all about common courtesy and your interviewer just wants to see how you handle yourself in this type of a situation.

Eat slowly by taking small bites. You’ll most likely be asked questions while you’re eating and you want to be able to answer without food spitting out of your mouth or choking on large pieces. Keep your arms off the table and remember to use the correct cutlery as dictated by what you’re eating. Remember the purpose of your meal: this is a job interview and you want to do the best that you can so that you get the job or move on to the second round of interviews.

## **The Job Interview And Employment Opportunities**

Job interviews are the end of a long road of getting the right education and deciding what type of a job is right for you. Are you looking for an employment opportunity in your chosen career and find that you're having trouble exactly the right position that you trained for? These days it's important that you research exactly what types of employment opportunities are out there before you spend thousands of dollars on your education. Patterns in the past years indicate that the once lucrative technology industry has slowed down and those computer and other tech employment opportunity jobs aren't as available as they once were. This means that if you want to work in the computer industry that you need to specialize and educate yourself in a niche of the tech industry where there is still a high demand for employees.

When you're looking for a specific employment opportunity you'll have your work cut out for you since there are so many people across North America who are educated and over qualified for many of the lower paying jobs that are available. If you have a diploma or certificate and are looking for a job in what you trained for you'll need to take some initiative to find the right employment opportunity for you. This is why the process of the job interview is so important. You need to stand out among the crowd so that interviewers take a chance on you.

You might want to consider using an employment agency to help you find your perfect employment opportunity. Employment agencies have the tools and ability to work with you and employers to match you up for the right job. You can put the employment agency to work doing all the leg work for you. You'll be paying them a fee but it may be worth your while so that you can take the pressure off yourself as you look for a job.

With so many other people looking for their own perfect employment opportunity you'll have to make sure that your resume is top notch, up to date, and filled with enough great information to boost your credentials and make your potential employers think that they can't go on without you. Be prepared to adjust your schedule at any time so that you can fit into any company's schedule when it comes to job interviews. With time and patience you'll soon find the employment opportunity that you've been looking for. If money is an issue you may need to take a lower paying job for some time while you continue to look for the job that you really want.

## **Employment Screening And The Job Interview**

It isn't just your job interview that is going to get you that job you want. Employment screening is becoming more and more popular among employers who are trying to find the perfect employee for their company. Employment Screening is all about background checks and other screening that employers use to determine if they want to hire you based on your clean record. Other screening tests include drug testing and physical exams. There are many companies that specialize in employment screening that offer great service, a very fast turnaround time of result, and available legal advice when tests come back positive. Employment screening companies will also provide accurate reports and records that you can rely on if you're an employer trying to determine if you should hire someone based on their test results. There are many companies around the world, everything from Fortune 500's companies to the small business that rely on employment screening to give the final link to a hiring decision.

Employment screening services have one goal: to address the many employment problems that companies that face as well as problems in the workplace that are linked to drug use and other issues such as employee theft, violence, false employment records and applications, a high turnover rate, and other employee problems. Most employment screening companies will be able to advise you as to the nature of the reports when they reveal any past criminal history as well as false social security numbers. This can also include resumes that aren't accurate as well as employment application forms that have been falsified.

Other types of employment screening include background checks for potential employees, employee drug testing, and employment physicals for families. When your company uses employment screening you can be sure that the people that you're hiring are clean, honest, and don't have the potential to cause future problems. Of course this can always change and can never be a solid indication of the future behavior of any employee. When your future employees know that you use employment screening they'll be prepared to meet the standards that your company expects from employees. More and more companies are relying on employment screening to help them make the right choices about who they want to hire based on honesty and a clean track record. When you use employment screening you know where your future employees have been and what they have done. This allows you to build a company of employees that you can count on to work well together as a team and be a success.

## **Traditional Questions Asked In The Job Interview**

During any job interview there are different ways that employers will evaluate your skills, your experience, and your capabilities. When you're in the middle of your interview you need to remember that your answers to questions need to be clearly stated and relevant to the question that was asked. If you're unsure of how to answer a question there is nothing wrong with stopping for a moment and taking a deep breath before you continue.

When you're asked a question make sure that you listen carefully so that you understand what is being asked of you. If you're unsure of the question ask for clarification before you answer without thinking. Take a minute to think of all the facts and issues before you open your mouth to speak. You want to give the best answer that you can in a positive and confident manner. Get to the point as quickly as you can so that you're not wandering off into details that your interviewer isn't interested in listening to. The facts are the only thing that you should be talking about.

The goal of an interview isn't to have the right answers to certain questions but to be able to convince the person interviewing you that you're the right person for the job. Always be truthful in the information that you provide since anything that you say might be verified. Try not to get yourself into areas of questions that you know might be difficult for you to answer.

Many people who are looking for a job think that "winging it" in an interview is the only way to go. This may be partially true since you want to appear relaxed and unrehearsed during your interview. However it helps if, ahead of time, you think through some of the answers you might be asked and have some form of an answer ready to go. This can apply to standard questions such as "why do you think you're best for this job" or "why do you want this job". By having some answers in your head you can enter the interview feeling confident and poised.

Some of the more traditional questions that you'll be asked are (1) What are your strengths and weaknesses, (2) What are your long term goals, (3) Where do you want to be in ten years, (4) What do you do for team building, (5) How do you handle stress on the job, and (6) Tell us a little about yourself. Knowing some of the traditional questions that you'll be asked can help to prepare you that little bit.

## **Behavioral Questions In The Job Interview**

Many more employers are asking “behavioral questions” in the job interview. This means that rather than focusing on your resume and your accomplishments the interview will focus more on questions that are open ended. This means that there won’t be one single right answer to a question but a wide spectrum of answers instead. You’ll be given real life circumstances and your response to these situations is what your interviewer will be looking at.

For instance, you might be asked to describe a certain event, experience, or project. You may have to talk about how you handled a particular situation and what the end result was. The goal behind this type of interviewing is to rate your performance in everyday situations that may arise while you’re on the job.

It will more difficult for you to prepare for behavioral questions than it will for traditional questions that have a right or wrong answer. There are, however, some things that you can do to prepare for questions that focus on your behavior. Take some time to review your past performance as well your own personal work ethics and how they might apply to the company that you want to work for. Always answer behavioral questions with a great deal of honesty and candidness. Employers want to see you exactly as you are so that there are no surprises if they decide to hire you.

Your interviewer will be asking you questions that require detail, understanding, and depth in your response. For example you might be asked “what were you thinking when that happened” or “tell me more about how you handled that incident and why”. There is no way that you can truly prepare for these types of questions but you can be ready to answer all questions with enthusiasm and integrity. Ask someone to give you a practice interview by coming up with questions that are open ended such as (1) talk about the riskiest decision that you’ve made, (2) describe a time where you were in danger of missing a deadline, or (3) give an example of a bad decision that you’ve made and what the end result was. These questions require that you take a moment to think about your answer before you open your mouth. Behavioral questions in the job interview give employers a good idea of how you think and how you’ll fit into their company view. The key to a good interview is to take your time before answering and to be as candid as you can.

## **Questions To Ask In The Job Interview**

In every job interview there will be an opportunity for you to ask your interviewer some questions. Take some time to come up with some questions that you want to ask ahead of time so that you don't fumble around for something to say.

When you don't have any questions ready to ask it sends the message that you haven't really put any thought into the job. You want to avoid asking questions that answered on the company website or in any written literature that you've been given prior to the interview. You want to ask questions that you've put some thought into so that you show your interest in getting the job. The two questions that you shouldn't ask unless your interviewer brings them up are about salary and job benefits. These are issues that an interviewer might or might not bring up. Many times talk of salary and job benefits is left for the second interview.

The interview process should be looked at as a two way interview. Not only are you being asked questions about yourself and your job experience, you are also the one asking questions so that you can sell yourself. When you ask informed questions you leave a good impression with the knowledge that you bring to the interview table.

Some of the questions that you can ask include:

- What are the values of the company?
- What is the company's mission statement?
- What are the goals of the company and were these goals met last year?
- What will be my biggest challenge if I get the job?
- What is it in my resume that attracted me to you?
- When can I expect to hear back with a decision?
- If you offer me this job, why should I accept it?
- What things do you expect me to accomplish if you give me this job?

Don't forget to ask questions that involve the management of others if you're looking for a mid level entry position. Some of these questions include (1) how much authority will I have to run my own department, (2) how many employees will I be supervising, (3) may I please see the company organizational chart, and (4) will any employees be let go or transferred from my

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department?

The better prepared that you are to ask questions at the end of your interview the bigger impact you'll leave with your interviewer. Questions show that you are interested in the job and have taken the time to be ready for your interview.

## **Presentation In The Job Interview**

When it's time for that big job interview there are some things that you need to do so that you're as ready as you can be and so that your presentation is top notch.

Perhaps the most important thing that you can do is learn as much about the company that you're interviewing for as you can. When you know something about the company you show that you have a big interest in getting hired. If you don't look like you're interested in the job your interviewer is going to forget you the minute you walk out of the room. When you research the company you'll be able to ask intelligent and relevant questions when it's your turn in the question seat.

Dress appropriately for the interview. Make sure that your choice of clothing is professional looking and clean. You want to be a bit on the conservative side to show your respect for the interview process. Your entire appearance should be polished so that you exude confidence and charisma. Dressing nicely is a big compliment to the person who is interviewing you since it shows that you appreciate the time they are taking to interview you.

Have all your papers in order before you go into the interview. Take along extra copies of your resume, references, and reference letters so that you can leave them with your interviewer. You'll also want to take along a pad of paper and pen so that you can make notes if needed. Arrive at least ten to fifteen minutes before the start of your interview. You want to make sure that there is no chance that you'll be late. Greet your interviewer with respect and consideration as well as any people who you meet before the interview such as the receptionist or secretary. You never know when one of these people will offer their opinion to your potential employer.

Even if your interviewer seems very casual it's important that you not be. Don't forget your manners just because the atmosphere seems casual and easy going.

You want to maintain your professionalism at all times so that you leave the impression that you are ready for a new job. Don't address the person who is conducting the interview by their first name even if you are introduced as such.

Using their last name is a sign of respect that should be maintained at all times. Take your time



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when answering questions so that you don't rush and say something that you don't really mean. Remember that your interview is your one opportunity to sell yourself and show your potential employer that you have what it takes.

## **A Job Interview By Phone**

There may be times when you need to do your job interview over the phone. Don't make the mistake of thinking that a phone interview is any less formal than an interview that is conducted in person. This could be one critical mistake you make that could cost you that job you really want. Many times a phone interview is your way of securing a meeting that is face to face. Phone interviews are one way that recruiters often narrow down their list of potential people to talk to. You want to pass the phone interview with flying colors so that you make it to the next round.

There are some specific things that you can do to make sure that you score high in the phone interview. The first thing that you need to do is eliminate or minimize the number of distractions that can occur while you're on the phone.

This includes even subtle noises such as your dog barking, your cell phone ringing, or someone in the background who is doing the dishes. Try to schedule your phone interview in a quiet place so that you don't have to fight against distractions. You need to be as focused as you can be so that you can concentrate on the answers to the questions that you're asked.

Make sure that your verbal skills are good. You won't have the luxury of looking into your interviewer's eyes so you need to rely on other ways to leave a lasting impression. Your voice should reflect your enthusiasm for the interview but at the same time you should maintain your professionalism by using language that is grown up and precise. Avoid using words that a teen would use such as "cool" or "dude".

Prepare as much in advance for your phone interview as you can. You'll want to have a resume on hand that you can refer to as well as a notepad so that you can write down information that is given to you by your interviewer. The one good thing about a phone interview is that your interviewer will have no idea when or not you're using your notes. You'll want to follow up on your phone interview in a few days to see how you did. Send a thank you note so that you can highlight your selling points as a new employee. Exude as much confidence as you can so that you'll be considered for that second interview that will be done face to face.

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