



*Professional Job  
Hunting & MPC*

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### The Golden Rule of Job Hunting

- Employers are only concerned about themselves - specifically, how they can succeed and prosper as a business.



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### Understanding the Realities of the Professional Job Hunting Process

- Get into the right frame of mind
- Know your employment value before you begin your search
- Set goals/Make a plan
- Be patient/Have support team
- Make good decisions
- According to April 2008 figures from the Bureau of Labor Statistics the length of the typical job search is 16.9 weeks

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## Job Hunting Objectives

- Where do you want to work (geographically)?
- What type of job do you want to pursue?
- What type of employer do you want to work for?
- How are you going to search for jobs?



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## Job Search Methods

- My Professional Center
  - [myprofessionalcenter.com](http://myprofessionalcenter.com)
- Online Job Searches
  - [careerbuilder.com](http://careerbuilder.com)
  - [monster.com](http://monster.com)
  - [hotjobs.yahoo.com](http://hotjobs.yahoo.com)
  - [alliedhealthjobs.com/](http://alliedhealthjobs.com/)
- Newspapers (classified/want ads)
- Temp services/Staffing Agencies
- Networking
- Job fairs
- School placement services



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"From a recruiter's perspective, the best thing is to be referred by someone we know."

- **Scott Simmons**

*VP of Crist Associates*

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## Poll Question

- Do you currently have a resume and if so how comfortable do you feel with it?
  - A) I have never created a resume
  - B) I have a strong and up to date resume
  - C) I have a resume, but it is out of date or I don't feel very comfortable with it
  - D) I have started a resume but have not finished it

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## Building Your Resume

- [MPC Resume Builder](#)
- Choose the resume style that is best for you
- Be specific about your accomplishments and try to include quantitative information
- One page or two?
- Keep up to date
- Customize your resume to the specific employer
- Structure the content of your resume around your objective
- Sell yourself, your resume is a marketing tool

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## Resume Appearance

Because your resume will make an impression in 30 seconds or less, it is important to follow a few basic tips to make your document easy to read:

- Be concise
- Break up paragraphs into readable chunks
- Balance white space and text to achieve a polished look
- Center the resume on the page, headlines may be left aligned
- Use bullets to highlight information within a section
- Use bold, italics and capitalization minimally and consistently
- Use a font style that is crisp and easy to read – avoid scripts

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## Types of Resumes: Chronological

Information is listed in time order, typically from most recent to least recent

- **Advantages:**
  - Easy to follow
  - Gives the employer what they are looking for
- **Recommended if:**
  - The position is in a field in which you have consistent work experience and progress
  - The strongest part of your work experience is your current/last job
- **Not Recommended if:**
  - Your last position is not relevant to the one in which you are applying for
  - You have little or no work experience
  - You change jobs frequently

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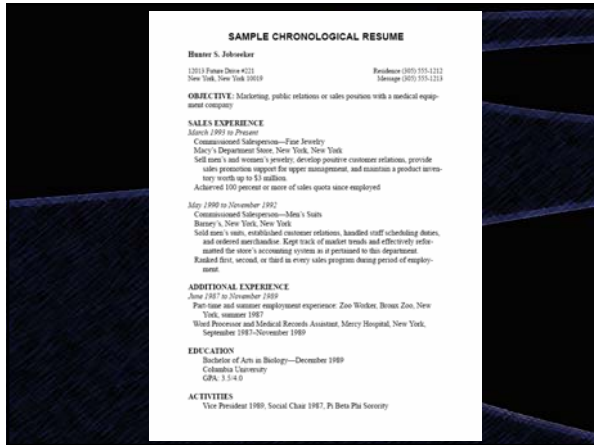
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## Types of Resumes: Functional

Focuses on skill sets. Organizes information from employment, volunteer work, internships and practicums, by separating them into section headings

- **Advantages:**
  - Enables you to draw special attention to skills and qualifications the employer is looking for
- **Disadvantages:**
  - Employers often view with suspicion
- **Recommended if:**
  - You are an entry level job seeker with little or no significant work experience
  - You are entering the work field after a prolonged leave of absence
  - Your qualifications presented in a chronological order would not make you appear to be a strong candidate.

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### Resume Mistakes

- Typos
- Using a small font
- Getting personal/hobbies
- Having important skills buried
- Using paper or ink in unusual colors
- Fluff
- Misrepresentation
- Going too far back in your work history
- Using an unprofessional email address
- Don't include ethnic or religious affiliations

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### Cover Letter

- Keep a similar format as your resume
- Cover letter is typically only three paragraphs, keep it brief
- Find out the hiring managers name and title
- Tell what position you are applying for and how you heard about it
- Show them you have done some research about the company
- Express enthusiasm
- Explain why you are qualified for the position, give specific examples
- Tell them how you plan to follow up
- Thank the reader for their time!



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## Before Your Job Interview

- Practice
- Prepare for typical interview questions
- Research the company
- Prepare your own questions to ask
- Prepare documents:
  - Multiple copies of your resume
  - Reference list and/or letters
  - Paper and pen to take notes

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"There is real magic in enthusiasm. It spells the difference between mediocrity and accomplishment."

- Norman Vincent Peale

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## During the Job Interview

- BE EARLY!!
- Dress professionally
- Maintain a professional image
- Listen carefully
- Don't chew gum or smell like smoke
- Make the interviewer feel at ease
- Be sincere



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## After the Job Interview

- Make notes so you don't forget important details
- Send a thank you letter to the interviewer
- Don't call the employer immediately



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## Conclusion

- Take job searching seriously
- Stay in touch even if you don't get the job
- Sign up for MPC
- If you are taking this for CE credit, remember to take the online exam

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