MCC JOB HUNTING SURVIVAL GUIDE

1. YOUR RESUME
Is your resume customized to the job, company, or career field you are applying? Is your resume brief, easy to read, professional, and on target? Have you had your resume proofed? Are resume copies clear, clean, and straight? Do you have enough copies prepared?

2. YOUR DRESS
Are you dressed to make the best impression? Attire should be conservative and professional. Clothing should be neat, clean, and pressed. Shoes and socks should be neat and clean. Wear conservative, minimal jewelry. Do not wear caps. Do not wear social attire. Do not wear clothes that are too tight, too short, or seductive. If in doubt about what is proper attire, ask your instructor or other professional.

3. PERSONAL GROOMING
Are you well groomed? Have you bathed? Is your hair neat, clean, and combed? Brushed your teeth? Cleaned your hands? Cleaned and clipped your fingernails? Shaved? Put on deodorant? Are you wearing too much cologne or perfume? Use scents sparingly or not at all. Some people are allergic to fragrances. Don't laugh! Employers say these are common mistakes job applicants make.

4. OTHER IMPORTANT TIPS
Turn off your cell phone. Speak clearly, enunciate words, and use proper English. Make eye contact. Use good posture. Have a firm handshake. Smile and be friendly. Listen carefully to what a prospective employer says. Do not interrupt. Bring a conservative looking notebook, pad, and pen to take notes. Exude confidence. Complete job applications completely, accurately, and neatly. Remember, you are marketing yourself as a professional. First impressions count!

5. DON’TS
Do not bring a child with you. Do not have a friend or family member join you who is just hanging out or inappropriately dressed. Do not chew gum. Do not arrive close to the end of the job fair, if possible, as some vendors leave early.

6. PREPARE TO TALK TO EMPLOYERS
Have you developed your introduction? You should state your name and program of study. Tell something about the skills, certifications, or degrees you have that could help the employer. Do you have good grades? Good class attendance? Transferable skills? Served in any leadership positions? Won any awards? Participated in any team competitions? Be sure you have practiced your interviewing skills ahead of time!

7. WHEN IT’S YOUR TURN TO TALK WITH THE EMPLOYER
It all begins with a firm hand shake and a pleasant smile. Introduce yourself and give a quick summary of your skills and goals. Be enthusiastic and professional. Sell yourself. Show how your capabilities satisfy the employer's job requirements. Also, ask the important questions you need to know to determine if the employer is a good match for you. Do not ask questions about salary, benefits, or vacation days. If they offer this kind of information, that is fine. But you ask these types of questions only after a job offer is made. When finished, immediately jot down notes so you can refresh your memory later.

6. SEND THANK-YOU LETTERS
Be sure to follow-up by sending “thank you” letters to employers. Thank the employer for taking the time to talk with you. Restate your interest in the company, the position, and your skills. Be sure to proof your letters. You may want someone else to proof your letter also, as it must be error free. Well-written “thank you” letters can tip the scale in your favor.

7. GETTING A JOB IS A JOB!
Getting a job takes time, effort, and persistence. Market yourself aggressively every day. Tap all available job search resources, such as college job placement services, instructors, online resources, staffing agencies, newspapers ads, and WIN Job Centers. Remember to network with family, friends, professionals, and any one working at a company you would like to work. Do not get discouraged! Stay positive and stress your capabilities!