

In today's saturated job seeker market, it is important that you stick out from the pack. From optimizing your resume to the attitude & energy you bring to an interview. Concurrent to the state of the economy, we at Monroe Personnel Service, are seeing more than our fair share of resume faux pas and interview disasters more than in recent memory. There are countless resources in books, websites and even career coaches that impart tips to maximize your success rate in job searching. We've compiled a list of important tips of our own dealing with your resume, preparing for your interview, interviewing and post-interview protocol.

Your resume

- Use Spell Check
- Avoid generic language in your Objective and/or Summary.
 - “Seeking an opportunity to contribute and utilize their skills to the growth of the company” vs. “A position in a financial environment where my strong financial analysis can be used to achieve company goals”
 - A Summary section may be a wiser option than an Objective to give the reader a snapshot of your professional profile
- Be truthful and accurate about your education and your past accomplishments. The employer will not move forward once your integrity is called into question.
- Include your accomplishments, i.e. Saved \$20k of the budget, Responsible for creating new revenue source of \$100k, Completed a 12-month project in 8 months, etc.
- Do not go over 2 pages for your resume and only 1 page for the cover letter.
- Consistent single point of view – “I” vs. third person, present tense vs. past tense.
- Have an objective reader go over your resume.

Preparing for your interview

- Explore the company – Google company website, reviews & articles.
- Have a thoughtful question or two you can ask the interviewer regarding the company.
- Prepare a list of your professional highlights/accomplishments.
- Prepare your answers to commonly asked questions – “Tell me about yourself.”
- Keep your references current & updated. Keep a separate sheet with you. Make them aware of impending phone calls.
- Lay out your interview clothes – suits always impress – the night before.
- Prepare extra copies of your resume.
- Avoid strong smells – perfume, cologne, smoking.
- Map out your way to the interview in order to be punctual or early, an important first impression.
- Confirm your appointment with the employer the day before.
- Ask your Recruiter for tips about the hiring manager and the company.

During your interview

- Smile
- Be polite & professional with everyone you meet.
 - Always introduce yourself by name with a handshake
 - Remember the names of the interviewers
 - Get a business card
- Address questions being asked and do not answer irrelevantly or go on a tangent.
- Make sure not to interrupt.
- Show energy & enthusiasm communicating.
- Always be positive, no sob stories or mentioning personal problems.
- Always be diplomatic with regard to past employment & employers.
- Project confidence in voice and posture.
- Point out accomplishments and how your team or company benefitted.
- Have a conversation.
- Avoid having to talk about money until the offer round. Let the hiring manager bring it up.
- Always appreciate everyone's time who spoke with you.

Post-interview

- Send a Thank You email to those you spoke with and interviewed you (you should have their business card). Establish the appropriate time to follow-up.
- If you haven't heard from the hiring manager after a week, or past the time they were going to call you back, feel free to send a polite follow-up regarding your interview.