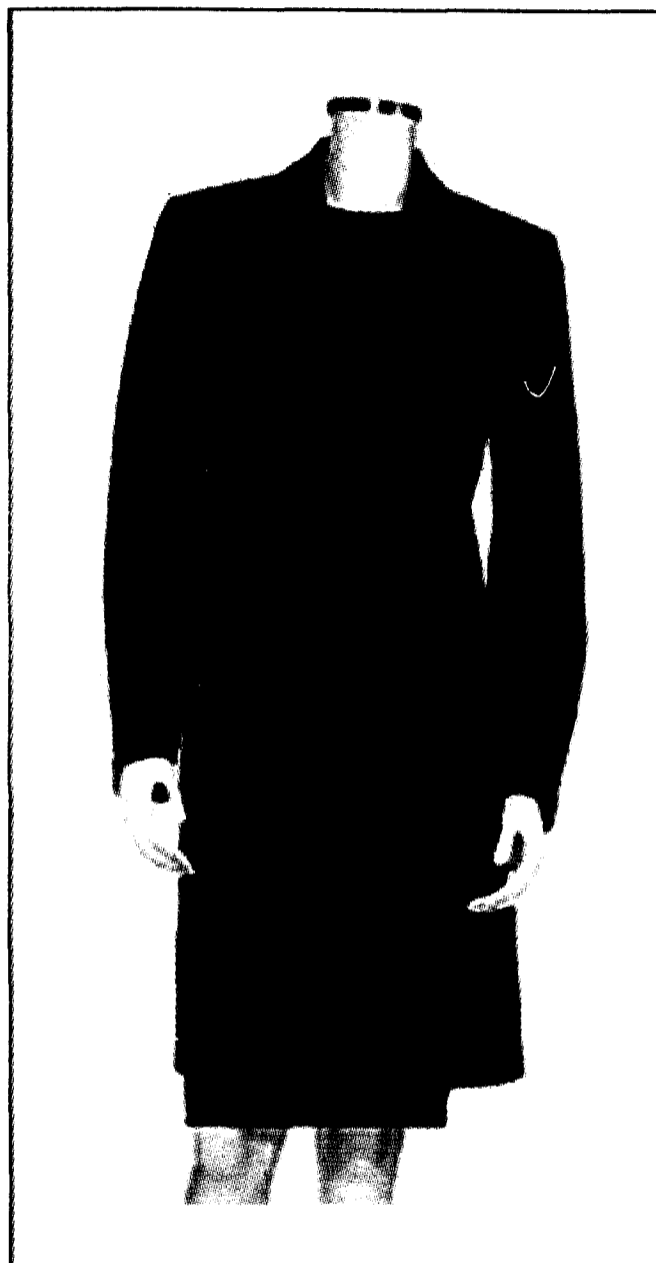


# Successful Job Hunting

## Ability

## Appearance

## Attitude



courtesy of Purdue University

Some employers prefer that women wear a skirt as opposed to pants. Attire like this is sure to impress regardless of an employer's personal preference. Regardless, women's attire, like men's, should be tailored and well pressed and avoid a lot of accessories.

more stringent than in previous years," said Linda Spotts, president, Crosswinds Consultants.

Once a student has landed an interview, he or she can then impress the employer on a more personal level. One way to impress is to dress the part.

"Good grooming is very important," said Spotts.

Clothes should be clean and pressed and for both men and women, attire should comply with industry standards. In most cases, students should be dressed in traditional business attire. For men that means a suit and tie. For women the standard is usually a tailored skirt and jacket, although some employers may accept pantsuits and dresses.

The key is to be conservative. Wear dark "corporate" attire, avoid excessive jewelry or visible body pierc-

ings and tattoos, and be sure to have clean and well-groomed fingernails. It is also important to remember that less is more when it comes to perfume and cologne. These "rules" apply even to candidates who may be seeking manufacturing positions or jobs with employers that have a less formal dress code.

Shoes can also tell an employer a lot about the applicant. Employers recommend wearing polished, well-kept shoes because it tells the employer that the applicant is detail oriented.

Men should also be clean shaven and have a short and neat haircut. Women should be careful of styles that are too "wild" and opt for a more conservative style for the interview.

In addition to appearance, the candidate's attitude is the third key to attaining a job. A candidate should be sure to arrive at the interview a few minutes early-this seems like a no-brainer

but surprisingly employers report that people often show up late or end up being a "no-show." So even in the event that something unavoidable happens be sure to contact the employer as soon as possible to reschedule the interview.

Candidates should also bring extra copies of their resume and research the company before going to the interview. This will allow applicants to ask questions that will show the employer that they have done some homework.

Spotts said the most common and biggest mistakes candidates make during the interview are that "they don't show enthusiasm, they haven't done their homework on the position, and they forget to ask for a business card at the end."

Employers are looking for candidates who are assertive and demonstrate good communication skills. They should be able to expand on their resume and demonstrate that they have the teamwork and

interpersonal skills that will be beneficial to the company.

"At the interview they should be comfortable with themselves and be able to express themselves in a positive manner, and show an interest in the job they are interviewing for," Spotts said.

During the interview make good eye contact and ask questions. This will keep the interview on a conversational level rather than making it feel like an interrogation.

By keeping these suggestions in mind, students can have a positive experience as they embark on the journey into the workforce.

Watch for a follow up story in the next issue, due out on February 16, that will explain how PSH's Career Services can help students with the tips discussed in this article and the many other services they offer that can help make the transition into employment.

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<b>PROFILE</b>	<ul style="list-style-type: none"> <li>• Dedicated manager with a strong work ethic and the ability to build lasting client relationships.</li> <li>• Experienced in operations management, sales, budget development, staffing, and cost control.</li> <li>• Adept at communicating effectively with customers, vendors, and staff.</li> <li>• Able to motivate employees to perform to their maximum potential.</li> <li>• Exceptional organizational and planning skills; adaptable; enjoy new challenges.</li> </ul>
<b>EXPERIENCE</b>	<p><b>GENERAL MANAGER AND CO-OWNER</b> Mission Bell Inn, Manitou Springs, CO (1984 - present)</p> <p><b>Key Accomplishments</b></p> <ul style="list-style-type: none"> <li>• Successfully managed a family restaurant, increasing sales by 40 percent through quality food, exceptional service, and family value.</li> <li>• Achieved a three-star rating from the Mobil Travel Guide.</li> <li>• Won several "Best of the Springs" awards for the category.</li> <li>• Maintained expenses below budget through accurate planning, waste reduction, purchasing, and cost-effective operating procedures.</li> <li>• Planned and managed significant remodeling projects that enhanced the ambience of the facility.</li> </ul> <p><b>Management/Administration</b></p> <ul style="list-style-type: none"> <li>• Accountable for budgeting, cost control, payroll, general accounting, and full profit and loss.</li> <li>• Developed marketing campaigns to increase visibility of the restaurant; analyzed market demographics, defined the target market, and determined advertising placement.</li> <li>• Wrote scripts and acted in television commercials; designed print advertisements.</li> <li>• Planned menus, estimated food and beverage costs, and purchased inventory.</li> <li>• Investigated and resolved food/beverage quality and service complaints, ensuring customer satisfaction and repeat business.</li> <li>• Created new business through community involvement and active public relations programs.</li> </ul> <p><b>Supervision/Training</b></p> <ul style="list-style-type: none"> <li>• Recruited, hired, supervised, scheduled, and motivated a staff of up to 25 employees.</li> <li>• Trained service staff to enhance customer service and increase profits through suggestive selling.</li> <li>• Improved productivity and morale by instituting systems for accountability and by instituting effective training programs.</li> </ul> <p><b>Community Leadership</b></p> <ul style="list-style-type: none"> <li>• Past president (1993) of the Board of Directors, Manitou Springs Chamber of Commerce.</li> <li>• Increased visibility of the city through effective leadership, improving visitor inquiries by 20 percent.</li> <li>• Served as a member of the Economic Development Board charged with the responsibility of promoting the community throughout the United States.</li> <li>• Member of the Manitou Springs Art Academy Board of Directors.</li> <li>• Member of the Manitou Springs Historic Preservation Society.</li> </ul>
<b>EDUCATION</b>	<p><b>UNIVERSITY OF COLORADO, Colorado Springs</b> Bachelor of Science in Business Administration</p> <ul style="list-style-type: none"> <li>• Completed three years toward this undergraduate degree</li> </ul> <p><b>PIKES PEAK COMMUNITY COLLEGE, Colorado Springs</b> Associate of Science, Computer Programming</p>

courtesy of Distinctive Documents

An example of a resume for students with a job history. The main focus for a professional's resume is the work experience and it may be up to two pages in length.