



# dream it be it

DREAM IT \* BE IT \*  
CAREER SUPPORT  
\* \* {for girls} \* \*

by Soroptimist International  
of Las Cruces

*Job Preparation  
& Interviewing*



# Getting Started

Use your answers to the following questions to compile information for the Education section on your resume.

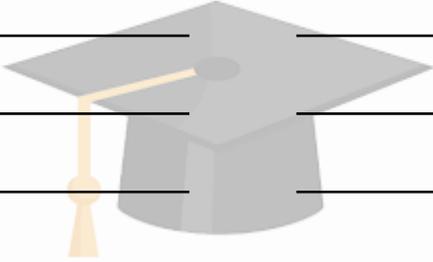
List courses you have taken in high school, vocational school, or college.

- Highlight the courses where you excelled.
- Circle the courses that helped you prepare for the position you want?

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- ✓ Prepare a complete attractive resume that stresses your qualifications in a positive manner.
- ✓ Get permission from people you use as references.
- ✓ Write an effective cover letter that really sells “you”.
- ✓ Fill out applications completely, accurately, and legibly.
- ✓ Use the completed resume as a reference for filling out the application.
- ✓ Research the company.
- ✓ Arrive for the interview at least 10 minutes early. This gives you time to relax and gather your thoughts before the interview begins.
- ✓ Dress appropriately for the interview.
- ✓ Go to the interview alone.
- ✓ Bring resume, social security card, work permits and licenses to the interview.
- ✓ Greet the receptionist and the interviewer courteously.
- ✓ Present yourself with confidence (even if you don’t feel confident).
- ✓ Be prepared to answer questions about yourself and your qualifications.
- ✓ Be prepared to ask questions about the company.
- ✓ Immediately following the interview send a hand-written thank you note. You can send a second email thank you after a couple weeks to express your continued interest.

# Job Objective Worksheet

The questions below help you determine what your job objectives should state.

- What type of employment are you seeking
- What you can offer the company
- Where you want to go with this position

Answer these questions, and write a job objective based on your answers.

**What kind of job would I like to have?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**What qualifications do I have for the jobs I Listed above?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**What can I do to be better qualified for these jobs?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

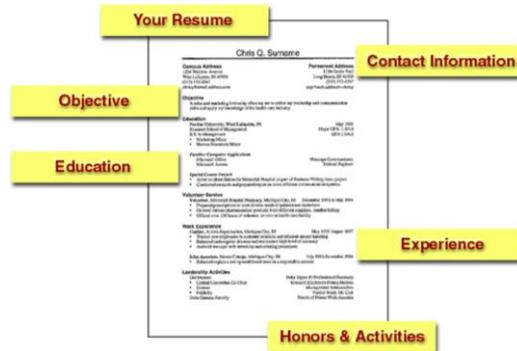
**What are my future goals in these positions?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

# Resume & Cover Letter

## What is a Resume

A resume is a one to two page formal document that lists a job applicant's work experience, education and skills. A resume is designed to provide a detailed summary of an applicant's qualifications for a particular job - it is not usually meant to provide a complete picture. A good resume gives the potential employer enough information to believe the applicant is worth interviewing.



## What is a Cover Letter

A cover letter is a document sent with your resume to provide additional information on your skills and experience. Answering these questions will help you decide what should be included in the cover letter.

What do I want from this company?

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What can I offer this company?

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What experience do I have that will qualify me for this position?

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## Practice Activity

Choose three different job postings in your area that you would like to have. Write a cover letter for each of these positions. Have an adult critique your letters for clarity, conciseness, and positive wording. Ask them how your letter can be improved.

# Interview Practice Rating

Listed below are some qualities used to rate potential employees during an interview. After practicing and interview, how do you think you rate on these?

	ABOVE AVERAGE 5	AVERAGE 3	BELOW AVERAGE 1
Ability to Talk			
Aggressiveness			
Appearance			
Courtesy			
Enthusiasm			
Intelligence			
Maturity			
Personality			
Poise			

Using the values given under each category, add the score for your answers and determine your rating on the following scale:

**36-45 Ready to Interview**    **26-35 Needs More Practice**    **0-25 Not Ready**



# Successful Interviewing

## Interview Prep

**Study for your interview like it's a final exam.** Find as much about the company as you can, and commit it to memory.

**Generate a list** of potential interview questions.

**Write out answers** and practice delivering them out loud.

**Compare your skills** and experience to the job description.

**Be rested** and healthy for the big day.

**Dress for success.** Keep your choices subdued and classic. Don't wear clothes that will distract the interviewer.

**Empower yourself.** Practice your handshake, strong posture, and attentive body language.

**Don't leave unknowns.** Plan to bring extra copies of your resume and plan transportation so there are no surprises.

**Keep an interview journal.** Right after your interview take a few minutes to jot down what parts you felt you aced and where you can improve.

**Follow up.** Extending the conversation shows that you're passionate about the job. A simple handwritten thank-you note can speak volumes about your commitment to the position.



## Top 10 Interview questions

1. What are your weaknesses?
2. Why should we hire you?
3. Why do you want to work here?
4. What are your goals
5. Why did you leave (or why are you leaving) your job
6. When were you most satisfied in your job?
7. What can you do for us that other candidates can't?
8. What three positive things would your last boss say about you?
9. What salary are you seeking?
10. If you were an animal, which one would you want to be?



## Most Common Reasons People Are Not Hired

Unkempt personal appearance – Too aggressive – Unable to express self clearly – Poor interest/enthusiasm – No career planning – No goals – Overly nervous – Under confident – Over emphasis on money – Not willing to start at bottom – Discourteous – Immature – Speaks ill of former employers – Cannot make eye contact – Messy application form – Late arrival for interview – Asked no questions about the company – Could not answer when questioned

# *Starting Your Own Business*

## **THE “WHY” IS WHAT DRIVES YOU**

Why is the focus that motivates and energizes you. Why is what keeps you motivated through setbacks. Why is your reason for going into business. Why is what excites you about this particular business.

- Is it the joy of creation?
- The satisfaction of planning?
- Using your education?
- Working from home?

## **S.M.A.R.T. GOALS**

Use S.M.A.R.T. goals to propel you towards your dream. For example, Increase orders by 20% in 6 months through an online advertising campaign. Not, get more orders.

## **BUSINESS IS NOT A HOBBY**

Hobbies are something you do in your spare time and they usually cost you money. A business is your full-time job and requires you to make money. Business can still be fun, but it does require profit and growth to justify the time and effort, unlike a hobby.

## **ANTICIPATE THE PAY OFF**

Good things come to those who wait. It takes time to grow a business and some sacrifices and compromises are part of every goal. Use positive thoughts to train your brain to see the challenges as what they are, milestones to your goals and dreams.

## **PROTECT YOUR TIME**

This skill applies to all areas of your life, not just your business. Learn how to delegate and empower employees, and learn how to say No. You can have it all, but you can't have it all at once.

## **EMBRACE SUCCESS**

Women, unlike men often feel guilty or greedy when they make profits from their business. Remember a successful business is providing a service that the customer wants or needs, and which they are willing to pay. Your profitable business supports your family, and your lifestyle, and your community. Nothing greedy about that.

# *Make Money Doing What You Love*

## **EMBRACE COMPETITION**

No matter how specialized or unique your business, sooner or later competition will enter your market area. Competition can be a great boost for your business as it helps you keep up to date on changing tastes and trends. Determine if the industry standard has changed since you started your business.

- This will keep you on top of evolving best practices regarding your product or service.
- Constantly keep track of the baseline pricing in your industry.
- Learn from others' mistakes so you can avoid them.
- Understand what you do well and what you don't do well

## **THE ELEVATOR TALK**

Master the elevator speech, which is a short pitch for your business that can be as short as a couple sentences that define your business and the solutions it offers. It should focus on the benefits to the consumer. For example, if your business is in the fitness arena say, "We help people strengthen their minds and bodies", not "We have exercise classes and diet counseling."

## **EDUCATION IS STILL KEY**

Your business may or may not require a degree, but you will benefit from some basic business classes. You need to understand accounting, contracts, payroll, law, and insurance. Even if you outsource your administration work, your business basics will keep you from being ripped off by unscrupulous contractors. Take a class or two in person instead of online. Being in a classroom and interacting with people from different fields and learning from their mistakes and successes is hugely beneficial. And, of course, the internet is a wonderful learning resource, especially to help you keep up in the fast-passed and ever-changing world of business.

## **JOIN A COMMUNITY**

There are many resources available to help you grow your business. Check with your local business chamber about local women's business resources. There are hundreds of regional, national, and international women's business support groups. This is also a good place to learn about grant money and other financial assistance that may be available to you.