

Power Seeker Workshop - June 8, 2010 - Jacksonville, FL

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Resume Tips

- How do you write a resume with a military career, with all the transfers we go through?
Create your military career just like you would a civilian job. Each transfer should look like an internal job move within the same company.
- If we have a weird job title, should we pick a more “mainstream” one to post on a resume?
You should not change your job title, but you should make sure that you are using industry specific keywords throughout your resume.
- Should I add what networks I’m a part of on my resume?
Adding networks and associations are a great addition to your resume. Place them at the end of the resume with Skills and Additional information.
- Should you put the date and year that you graduated from college?
It is not necessary to put the date of your graduation. It is generally recommended not to put the dates so that you are not giving away too much information about your age.
- How many years back should you include on your resume?
10-15 years.
- Why do they say not to put your address on your resume?
It is common practice to put your address on your resume. If you do not feel comfortable putting your entire address you may put the city, state, and zip.
- How do I explain different jobs on a resume, and job gaps?
Unfortunately there is no way to explain all the different jobs on your resume. However, for gaps in employment it is acceptable to list the gap dates and explain what you were doing that time period. I.e. caring for an elderly parent; attending classes, etc.
- Do we need a keyword section? What does it look like?
A keyword section on the resume is not necessary. You want to make sure that you are using industry specific keywords throughout your resume under the experiences.
- Many online job applications require you to retype your resume into their form AND paste your resume. Should you paste from your resume or rewrite it in their form?
How your resume is uploaded is completely dependant on the type of system the organization is using. If they have asked you to do it both ways than you should follow direction and add your resume both ways. If they give you a choice of one OR the other, either way is equally accepted.

- Is it ok to leave past employers which were short term (less than 90 days) and a bad fit off your resume?
There is not a “right or wrong” answer. That being said, it is generally better practice to add all your jobs and then write an explanation of why you were there such a short period of time.
- How long should a cover letter be and what should be included?
A cover letter only needs to be one or two paragraphs explaining why you are interested and a good fit of the job.
- I worked for a company for 8 years. Do I need to list from when to when for each job?
It is best practice to list the dates of each position within a single organization.

Interviewing

- What’s the best way to answer “tell me about yourself” in an interview?
When an interviewer asks you, “tell me about yourself”, it is best to stick with adjectives that describe you professionally. Remember it is ok to be likable; however, you do not want to get personal.
- If you were “let go” from a job, should you talk about it when asked “have you ever been fired”?
Simply respond by saying, “I have not been fired from a position; however, I have been let go due to a reduction in workforce or company structure.” BUT, if you have been “fired” then you need to be honest, and tell them the reason.
- When in the process is it ok to talk about salary?
Best practice is to let the organization bring it up the salary conversation. Once you have had two interviews and it has not been discussed, it is ok to simply ask, “I am very excited about this opportunity. One area that we have yet to discuss is in regards to salary. When would be a good time for that conversation?”
- How do you address existing health issues that would require monthly doctor visits? Should you tell the interviewer about it?
NO! You do not have to discuss health related issues, challenges or concerns during interviews. This type of conversation is illegal under HIPPA law.
- How can you convince someone that you can do the job without having any experience?
When you do not have the specific experience for the job it is best to talk about your transferrable skills, and even ask for a trial period or internship.
- How does one get past the electronic application process, talk to someone and differentiate yourself?
Unfortunately, there is no way around the electronic process. Organizations have set their recruiting process up for very specific reasons. If you know someone within the organization it is completely acceptable to ask them to introduce you the hiring manager or someone in HR.
- How should I dress for an interview?
Always dress more than the job. If it is a business casual environment then wear a suit. If it is an environment where you wear jeans then wear business casual attire to the interview.

Networking

- Is it absolutely necessary to have an online profile?
No, it is not necessary to have an online profile.
- How do professional websites, like LinkedIn, help w impressions?
It gives potential employers insight into your professional associations; knowledge of the industry; and your ability to network with others.

Background Checks

- How do I tell a prospective employer about a past felony?
Be honest with the employer from the first interview that you have a felony on your background. They will appreciate the honesty.
- What are companies looking for when they do a credit check? How far do they go back?
They are looking for your ability to manage your own personal business because the indication is that if you aren't good at taking care of yourself you will not be able to properly manage their business. Typically they look back 7-10 years.
- What is HR allowed to share in a background check?
HR is not allowed to share anything in your background check. They can only let the hiring manager know that you are eligible or not eligible for re-hire.