



# THE JOB SEARCH

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# The Three Rs of Searching for a Job

- Research Yourself
- Research the Company
- Research the Position







# Research Yourself

- What are your skills, attributes, and accomplishments
- What can you bring to the company that is unique?
- How do your qualifications meet the position's requirements?
- What interests you about this company and the position?

# Research The Company

- What is the employer's product or service?
- What is the company's vision or mission statement?
- What are the needs or problems of the employer?
- What role does the employer play in the community?
- Is the employer expanding?





# Research The Position

- What are the job responsibilities?
- What are the pay and benefits for this job?
- What skills and talents are needed for the position?
- What is the growth opportunity for this field?



# How to Start the Job Hunt?

1

Researching  
the Internet

2

Using Social  
Media

3

Using Mobile  
Apps

4

Using  
Traditional  
Ways

5

Using  
LinkedIn

How ever can my  
brilliance be captured  
in a one-page resume?



# Key Components of a Resume

Identification

Career Objectives

Summary of Qualifications

Employment

Education

Professional Skills

Military Experience

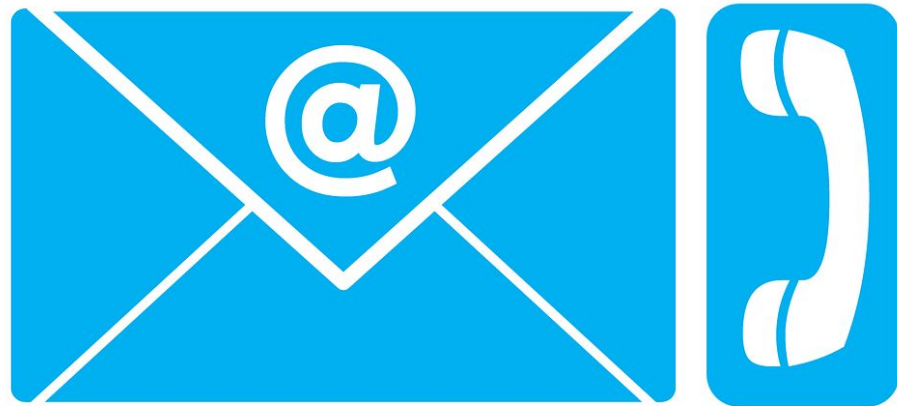
Professional Affiliations

References

Personal Data







**CONTACT US**

## Identification

- Name (full first name, middle initial, and last name).
- Contact information.
- Area code and phone numbers.
- E-mail, Web site address, or fax number.



# Career Objectives

- Career Objective: Seeking employment in a business environment offering an opportunity for professional growth.

This poorly constructed career objective provides no focus.  
What kind of business?  
What kind of opportunities for professional growth?

# Summary of Qualifications

- A summary of qualifications should include the following:
- An overview of your skills, abilities, accomplishments, and attributes
- Your strengths in relation to the position for which you are applying
- How you will meet the employer's goal?





# Summary of Qualifications

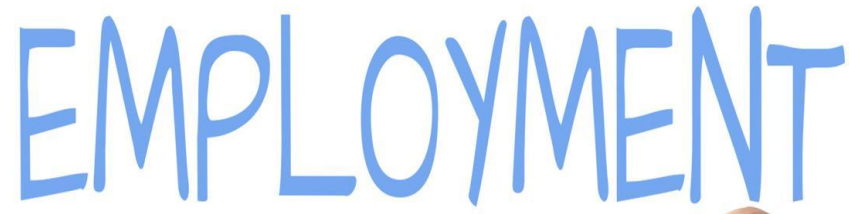
Over four years  
combined experience  
in marketing and  
business

Developed a winning  
bid package for  
promotional  
brochures

Promoted to manager  
in less than two years

Maintained a database  
of over 1,000  
customers, special  
ordered merchandise,  
and tracked inventory

Managed over ten  
employees



# EMPLOYMENT

- **Assistant Manager**
- Oil Change, Beauxdroit, LA
- 2012 to present
  - Track and maintain over \$25,000 in inventory
  - Train a minimum of four new employees quarterly
  - Achieved a 10 percent growth in service performed for three consecutive years.
  - Developed a user manual for hazardous waste disposal, earning a “Citizen’s Recognition Award” from the Beauxdroit City Council



# Education

- Degree. If you have not yet received your degree, you can write “Anticipated date of graduation June 2014” or “Degree expected in 2014.”
- Area of specialization.
- School attended. Do not abbreviate.
- Location. Include the city and state.
- Year of graduation or years attended.





# Professional Skills

- Proficient in Microsoft Word, Excel, Publisher, and PowerPoint
- Knowledge of HTML, Java, Visual Basic, and C++
- Certified OSHA Hazardous Management Safety Trainer
- Fluent in Spanish and English
- Completed Second Shift Administration Certificate

# Effective Resume Style

Choose

Choose appropriate Font Types and Font Sizes.

Avoid

Avoid Sentence

Format

Format your Resume for Reader-Friendly Ease of Access

Begin

Begin Your Lists with Verbs

Quantify

Quantify your Achievements

Make

Make it Perfect

# Common FAQs

- Do I really need to limit my resume to One Page?
- In my resume, which should I list first, my work experience or my education?
- Can I omit jobs that I didn't like?