Miscellaneous Job, resume, interviewing and negotiating advice courtesy of the internet;

Answers to job questions;

**What is your dream job?**

**Right answer:**

"My dream job is one in a team atmosphere that feeds my need for creativity . . . one with growth potential that allows me to fulfill my desire to keep learning."

Instead of naming specific jobs or companies, discuss the qualities that you like in a job. Not only does this approach keep you in the running, it tells the interviewer a little bit about what you value

**What can you tell me about yourself?**

**Wrong answer:**

"Um . . . well . . . I have 15 years of experience in the . . . uh . . . marketing industry, and in my spare time I really enjoy showing dogs and watching *Dancing with the Stars*."

This is one of the most commonly asked interview questions, and there's a good chance you'll be asked it. As a matter of fact, there's a good chance you'll be asked this question over and over again.

There's no reason to be unprepared. Also, unless the interviewer asks specifically, don't delve into personal topics.

**Right answer:**

"I'm a branding and marketing specialist with 15 years of global experience at the executive level, guiding high-growth specialty sporting goods companies. I've been responsible for the successful launch of several new products over my career, including Product X and Product Y."

Give yourself the leading edge by preparing a one- or two-minute statement that gives a synopsis of your professional life.

If you had to highlight your career in the time it takes to ride an elevator, what would you say?

**If you could compare yourself to any inanimate object in this room, what would it be?**

**Wrong answer:**

"The lamp. Because you turn me off."

An interviewer who asks this type of offbeat question is less interested in your specific answer than in how you handle the question. He or she wants to see how you handle stress.

Don't panic, and avoid answers that are angry, sarcastic, or defensive. If your reaction to stress is typically the use of humor, know that a bit of humor is good in any interview question, as long as you don't go overboard.

**Right answer:**

"The lamp, because I enjoy shedding light and contributing to a brighter environment by sharing my skills, knowledge, and experience with others."

Calm, thoughtful answers like this show you manage stress well, are creative, have quick reflexes, and can function well under the gun.

If you get one of these "stressful" questions, take the time you need to think about your answer, then just be yourself and answer as honestly as possible.

**What do you think is your greatest weakness?**

**Wrong answer:**

"I'm an overachiever, and work long hours that leave me little time for anything else but serving the organization."

Never, ever try to manipulate your answer by turning a so-called "negative" trait into a positive. Every interviewer in the world is hip to this trick.

Everyone has something they need to work on. When it comes to self-appraisal questions, be cautiously honest!

**Right answer:**

"In the past I've struggled with time management, but recently took a course that has resulted in significant improvement in this area. By using certain tools and technology, I find that I'm able to manage my time well."

This type of answer recognizes an area of difficulty, but also shows you've taken steps to improve in that area. Admitting your weaknesses, and showing that you are willing to change, shows the type of commitment to self-improvement that employers love.

**Why do you want to work for this company?**

**Wrong answer:**

"Someone has to put food on the table, and my family needs health insurance."

Leave your personal needs -- and those of your dependents -- out of your answer. It's a given that most people need to work for money and benefits, but there are plenty of jobs to choose from, so why this one?

**Right answer:**

I'm passionate and knowledgeable about the product you manufacture, and the position would allow me to use my skills and experience while expanding my knowledge. I like your company culture and philosophy, and feel it fits with my own.

This type of answer focuses on passion, skill, knowledge, and experience -- things every company is looking for in an employee.

Research the company -- search the web for press releases and news articles -- before your interview. The more specific you are, the better.

**What kind of person do you find difficult to work with?**

**Wrong answer:**

"That's easy! At my last job the woman on my left was absurdly competitive and stole my promotion, while the guy on my right was a total backstabber and took credit for everything I did."

Mentioning the bad habits of particular co-workers will make you come across as trivial, judgmental, and difficult to work with.

**Right answer:**

"That's a tough one. I can't remember working with someone I've found truly difficult. Inevitably there are interpersonal challenges at work. None in particular come to mind, but as a general rule I've learned from these situations and am grateful for them."

Spend a little time thinking, acknowledge that workplace conflicts do occur, then state that no one particular co-worker really comes to mind.

The goal here is to show that you are flexible, easy to work with, and not afraid to deal with conflict.

**Why did you leave your last job?**

**Wrong answer:**

“I hated my boss, and the organization was poorly run. I couldn’t run out of there fast enough.”

Criticizing your boss, your organization, or your co-workers, or making reference to conflicts that couldn’t be resolved, will only make you look bad.

Even if your circumstances were horrendous, don’t mention them.

**Right answer:**

"I enjoyed my last job, but I'm always looking for new growth opportunities that will help me advance in my career. I left my last job because I was given an opportunity that would help me meet my long-term goals."

Focus on the positives of leaving, such as the opportunity to learn something new, the ability to work at a new organization or in a new industry, or the chance to increase responsibility and experience.

**Do you have any questions for me?**

**Wrong answer:**

"Uh . . . no. Well, actually, would I be able to use my vacation time right away?"

Not having any questions shows a lack of interest in the job, as well as in the organization.

As a general rule of thumb, stay away from questions that ask how the organization will serve you.

**Right answer:**

 "I have a couple. How soon would I start? What types of projects would I specifically be assisting on? In what ways, specifically, will my knowledge and experience be used to help the department?"

Prepare several questions that focus on how you will serve the company. You probably won't get to ask all of them, as some of the questions will have been answered previously during the interview.

Asking questions shows you are interested in the job and have an inquisitive mind.

**Networking issues;**

**10. You're Inconsistent**

Merging into traffic from a dead stop requires a floored gas pedal and some aggressive maneuvering. It’s awkward and erratic -- the antithesis of smooth. Basically it's the networking equivalent of elbow-grabbing and sudden spiel-heavy pitches. If you come across as someone who seems to network by flipping your on/off switch, that inconsistency is going to render your efforts ineffective and insincere.

View connection as a lifestyle and maintain cruising speed. Set aside time each week to keep doors open with key contacts. Be relational on an ongoing basis, and not just in fits and starts.

**9. You're Unprepared**

And...you’re on! There is often no time for a quick Google search when opportunity knocks. So do your homework, maintain your knowledge of current events, trends in your industry, and shake-ups in adjacent companies.

Be ready with "next step" follow-ups and suggestions for furthering a key connection. Don’t walk away from a chance encounter wishing you had restocked your supply of business cards (or updated them to include your current position). Expect fortuitous openings and be primed for seamless entry. Be ready.

**8. You're Uninformed**

Read the news. And don’t stop with the weather and traffic reports. A working knowledge of current events is an easy way to add value to almost any conversation. Consider it your homework for building a more engaging personality and as a critical element in establishing your relevancy.

Your industry will be impacted by world events. Maintain at least a basic awareness of global situations or risk labeling yourself as non-visionary and *not* address book-worthy. After all, if you're networking with a bigwig but didn't hear about their recent bankruptcy filing or the fact that they've been bought by another company, you're going to look awfully foolish.

**7. You're Self-Centered**

If it’s all about you, what’s in it for them?

Don’t try to sell, but rather aim to connect. Questions can be far more valuable than statements, and resultant answers are more likely to provide information critical to discovering connection points. Statements can be presumptive and require others to recognize potential value. By using questions, you make the other person feel involved in the conversation, gather the pieces and craft better bridges.

It literally pays to be a listener.

**6. You're Out of Touch**

No time for Twitter? Lackadaisical on LinkedIn? While it’s difficult (and often unnecessary) to be a force on all things social media, dismissive statements --"Why would I bother with that stuff?!" -- will mark you as prehistoric and behind the times.

Instead, be strategic. Maintain profiles on the sites that are relevant to your industry and include these links on your business cards and email signatures. More connecting points will lead to more conversational opportunities, which will lead to more effective communication. Be current.

**5. You're Impolite**

Unintentional rudeness is a connection killer.

Rudeness comes in many forms: lack of follow-through, obvious disinterest and the disregard of social niceties. Bottom line? If you say you’ll call, call. If you say you’ll make a referral, make the referral. Focus on present interactions and avoid simultaneous web surfing while on a phone call, or room scanning for "upgrades" during a face-to-face conversation.

Be kind. Be polite. Be present.

**4. You're Lazy**

Growing a viable network sounds like a great idea -- until something else comes up. The problem is, something always comes up. Unless you make your connection efforts a priority, they’ll land somewhere behind picking up dry-cleaning and deleting emails.

Set aside time for follow-up emails, thank you letters and phone calls. Schedule weekly face-to-face meetings and input monthly events into your calendar. It’s more palatable than a mega vitamin and is truly good for you and your career. Be motivated.

**3. You've Got Blinders On**

Networking events are opportunities to create opportunities. If you march into a social hour with a rigid agenda, you risk parading past fresh possibilities. You’re not selling cookies here. You’re selling the need to talk further and garnering the pertinent information to make that happen.

And don’t limit interactions to immediate needs. Dream big and your life will eventually catch up to your aspirations. Begin now to build the bridges to where you hope to be in five years. Seek those that will inspire you and open your eyes to developing trends that may impact your future in transformative ways. Be open.

**2. You're Not Selective Enough**

Don’t trick or treat for business cards.

While those with 500+ LinkedIn connections are oft revered, a truer measure of effective networking is the phone call test. If the connection is but avatar-to-avatar, it’s no more than a business belt notch. Since this is not strictly a popularity contest, it's good to be selective. Don’t waste time collecting meaningless cards and connections. Instead gather what -- and whom -- you can truly and effectively cultivate into a pick-up-the-phone contact. Be focused.

**1. You're Scatter-brained**

Do you get distracted easily? Emails and voicemails targeted toward growing your personal network should be to the point -- focused -- with the goal of getting a face-to-face. Keep them brief: your name, your purpose and a next step Build interest. Don’t answer all the questions or you risk eliminating the need for further contact.

Record a strong and confident personal voicemail greeting. Upgrade your email signature. Proofread your emails with the idea that less is often more. Be professional.

**Build Better Bridges**

Building and maintaining relationships is a fluid process. An "It’s Wednesday; time to network" approach will never be effective, but sensitivity to random opportunities will distinguish the successful from the straggler.

Aim not to network, but instead seek to build bridges between people, projects and companies. You’ll be a hero without risking anything but the occasional paper cut as you pass on a pertinent business card.

And the payoff? Helping others be successful puts you in the middle of a bunch of successful people, the perfect place from which to achieve your own career excellence.

**Network, Get the Job & Then Get Paid**

Network is great if it leads to getting a new (or better) job. And when that happens, you want to make as much money as possible. Luckily, [Salary.com](http://www.salary.com/) can help.

The first thing you should do is research, so you're able to come to the table armed with the knowledge of what your job is worth. Use our [free Salary Wizard](http://www.salary.com/category/salary/) below to find out what's a fair salary for your position. You can enter your location, education level, years of experience and more to find out an appropriate salary range before you negotiate.

Good luck.

**Job Interview Advice Straight from the Horse's Mouth**

Want to stand out from other job applicants? You will need high grades, demonstrable passion for your work and, of course, good grammar, according to hiring managers at [Texas Instruments](http://www.ti.com/), a semiconductor and computer technology company that employees a staff of more than 34,000 worldwide.

For jobseekers, the process of writing cover letters, assembling resumes and going on interviews can seem opaque, with few clues to indicate what they are doing well and what needs improvement. So we asked TI's head of worldwide staffing Shannon Freeze-Flory and Andrew Hardy, director of sales and applications, to share their thoughts about what they look for in candidates and what can get an applicant noticed (in both good and not-so-good ways).

**Check Your Qualifications**

The most basic advice Freeze-Flory offered might seem obvious: Make sure you are qualified for the job. If you do not meet the minimum requirements laid out in the job listing -- years of experience, skills, GPA (for new college graduates) -- your application is unlikely to get a second glance, she said. If your resume does get further consideration, recruiters will look for concrete signs of accomplishment in your field, Hardy said.

"Try to make every aspect of your resume quantifiable, so that a person could see where you stand," he said.

If you are a new graduate with little professional experience, the recruiters advised making sure to highlight activities that demonstrate leadership or passion for your field: acting as captain of a sports team, competing in academic contests, participating in relevant extracurricular activities.

**Presentation Matters**

Content isn't the only important part of the application; presentation matters as well. Recruiters look at a resume as a sign of future professionalism, therefore spelling mistakes, grammar errors or inconsistent style and formatting can be dealbreakers, Hardy said.

"It will be a representation to me of their written communication when they get on the job," Hardy said. "I do put a lot of weight on that."

**Be On-Target & Ready to Walk the Walk**

Once you make it to the interview stage, it is important to prepare for your meetings with recruiters and hiring managers, Freeze-Flory said. Review any information provided by the company, and use Internet searches and networking websites to learn as much as you can about the business, its products and the people with whom you will be meeting.

"You need to know the organization you are talking to," she said. "Know enough to ask good questions."

During the interview, be prepared to demonstrate, not just declare, that you have the qualities the company is looking for. Saying you are passionate or organized or curious isn't enough. At TI, for example, you might be asked to talk in detail about your previous tech accomplishments or get into specifics about your hobby of building your own computers.

"We do not take statements like, 'I have an affinity for technology' at face value," Hardy said. "We will put that to the test."

**Think About Your Professional Development**

And what if you get the dreaded question about your greatest weakness?

These days, Freeze-Flory said, recruiters are more likely to ask you what "development opportunities" you see for yourself. And the goal is not to trick you into revealing flaws, but to judge whether you have given serious thought to your own professional development, she said.

**Dress & Act the Part**

When choosing an interview outfit, plan to "dress the way you want to be remembered," Freeze-Flory said. Still not sure what's appropriate? Go ahead and ask the recruiter, she said.

And just like a bold appearance, Hardy said he likes to see candidates get assertive at the end of the interview. "Ask for the job," he said. "If you want to work somewhere, let it be known before you walk out the door."

**Follow Through with the Follow-Up**

A thank you note after the interview is highly recommended, Hardy and Freeze-Flory said. But don't slack off just because you made it through the interview: hiring managers are paying attention to the timing and content of your follow-up communications. Comment on the conversations you had during your interview, perhaps, Hardy said.

"It is crucial to have follow-up," he said.

**Recommended Reading**

Thank you for reading. As an added bonus, the Salary.com editorial has compiled a recommended reading list regarding this topic. Enjoy:

* [What Doe Somebody Have to Do to Get a Job Around Here!:](http://www.amazon.com/gp/product/0312373341/ref=as_li_ss_tl?ie=UTF8&camp=1789&creative=390957&creativeASIN=0312373341&linkCode=as2&tag=salary-20) 44 Insider Secrets & Tips That Will Get You Hired
* [The Unspoken Rules of Getting Hired:](http://www.amazon.com/gp/product/1439254788/ref=as_li_ss_tl?ie=UTF8&camp=1789&creative=390957&creativeASIN=1439254788&linkCode=as2&tag=salary-20) 107 Job-Hunting Secrets Employers Do Not Want You to Know
* ["Headhunter" Hiring Secrets:](http://www.amazon.com/gp/product/0615346219/ref=as_li_ss_tl?ie=UTF8&camp=1789&creative=390957&creativeASIN=0615346219&linkCode=as2&tag=salary-20) The Rules of the Hiring Game Have Changed...Forever!
* [Win the Job You Want:](http://www.amazon.com/gp/product/1935245627/ref=as_li_ss_tl?ie=UTF8&camp=1789&creative=390957&creativeASIN=1935245627&linkCode=as2&tag=salary-20) 7 Secrets Hiring Managers Don't Tell You

**12 Dos and Don'ts for Negotiating Salary in a Tough Economy**

In an economy that's less than robust, more companies than ever are cutting back -- not only on their workforce, but also on the compensation and benefits they offer. Whether you are applying for a new position, or you are just up for your annual review, you might feel lucky to just have a job. Before you settle, know that you can negotiate a salary in a tough economy. This article explores 12 dos and don'ts that will increase the odds you get what you deserve.

**Do your research**

***Do*** research salaries for positions comparable to yours before you attend an interview or review. Know what the high, median, and low salaries are for someone with your skills, experience, and education.

***Don't*** assume that salary and/or benefits aren't negotiable in this type of economy. Most organizations -- about 80 percent, in fact -- expect negotiations and leave themselves some wiggle room.

**Make a good impression**

***Do*** focus on fostering a positive impression during your meeting. Plan to spend a good portion of your time getting to know each other, and building relationships.

***Don't*** start the interview by launching right into salary and benefits. It's important to show that you are interested in the organization and the role you'll play, and not focused solely on money.

**Point out your value**

***Do*** talk about how you can contribute to the organization's bottom line. Discuss concrete ways in which you contribute to the company's profits, and are therefore worth a salary increase.

***Don't*** make it all about you. Organizations don't want to hear that you are behind on your mortgage or have kids going to college. Leave the personal stuff out of your negotiations.

**Take on more work**

***Do*** agree to take on more responsibility. If you see a need that you can fill, or if your boss asks you to take on extra work, jump at the chance.

***Don't*** take on more work without a pay increase. Any additional responsibility should be reflected in your salary.

**Don't be shy**

***Do*** sell yourself. Show what you are able to contribute to the organization, and don't be shy about touting your skills, experience, and education.

***Don't*** ask for a raise without having specific and detailed reasons that show why you are worth it.

**Consider the whole package**

***Do*** remember to add things such as educational reimbursements, vacation time, and travel allowances into your negotiations.

***Don't*** get hung up on just more money. When all is said and done, the things that make your life easier, increase your skill set, or save you time actually translate into more money.

**Be reasonable**

***Do*** name a reasonable figure when asked what your salary requirements are. Try a figure that is in the mid to high range based on your research.

***Don't*** name a figure that is astronomically high, hoping they'll negotiate down to the figure you really want. Nothing can stop a negotiation cold in its tracks like an unreasonable salary request.

**Share your findings**

***Do*** feel free to counter an offer made by the organization. You have nothing to fear as long as the counter offer is based on good research.

***Don't*** be afraid to share your research with your boss or interviewer. Citing facts and figures will show them that you've done your homework and know what you are talking about.

**Show strength in tough times**

***Do*** feel free to bring up the sluggish economy, but only to illustrate what you can do to help the company through tough times.

***Don't*** be afraid to ask about raises in the future, if the figure offered is less than what you had hoped. Ask for ways to tie your pay to your performance.

**Keep it professional**

***Do*** remain respectful, even if the offer is well below what you think you deserve, or are willing to accept.

***Don't*** make threats during a salary negotiation. Threatening to quit your job will never get you the raise you want, and is extremely unprofessional.

**Determine your value**

***Do*** decide ahead of time what your bottom line is. Based on your research, determine the lowest salary/benefit package you are willing to accept.

***Don't*** accept less. There's absolutely no need to accept a position for less than you are worth, and doing so can set you back significantly.

**Be patient, persistently**

***Do*** bring your patience and persistence to the negotiation table. These two characteristics will pave the road to your success.

***Don't*** give up too quickly. It's easy to view the word "no" as the end of a conversation. Instead, try viewing it as the beginning of your negotiations.

10 Rules of Negotiating;

1. Be positive at all times

2. Negotiate with the right parties

3. Be prepared to walk away

4. Shhhh… wait for them to answer

5. Always remember what is in it for them-What will you give them in return?

6. Leave your emotions outside

7. Be confident in your value

8. Use your research information

9. Smile

10. Get it in writing

Back at the Table "I am excited about this opportunity to work with you and your company. I do have some concern about the salary. What can we do to increase that number?“ "This is a great offer. I am interested in the position. I was expecting the salary would be higher given the responsibilities of the job." (Don't say anything, wait for their response) Thank you for the offer. I am very excited! How negotiable is the salary?

Everything is negotiable, but not every negotiation is winnable… The position many companies take has never made sense to me. They claim they wouldn’t be able to keep a lid on vacation policy if they were to negotiate special deals with new hires. “We must be consistent and fair.”

But I look at this another way. Vacation time is not a benefit, but a form of compensation… Wait until the offer has been made, then diplomatically and matter-of-factly explain that just as you are worth the salary level you have attained, you’re worth the vacation time, too.

(The rest of my suggestions are in the newsletter. [*Subscribe now — it’s FREE!*](http://www.asktheheadhunter.com/subscribe1.htm) Don’t miss getting the whole story next week!)

Employers will ask for your salary history, and base a job offer on it. So when it comes to vacation time, why do they want you to start back at square one?

**5 Resume Strategies That Will Get You Hired**

**The Importance of a Plan**

Developing a resume, especially when it’s your own, can be a nail-biting experience. Most people do not have to use a resume except every few years so getting the resume ready is not like writing an email – something that is done every day. There are so many different aspects to a great resume -- content, wording, style, format, design -- but most importantly, strategy. The strategy part is where most people miss the boat and fall in the water.

Most job seekers do not consider the audience and instead compose the resume for themselves. Big mistake! A resume should be written for the reader -- the hiring manager, the recruiter, the gatekeeper, the decision-maker, etc. As a job seeker, you are emotionally connected to information in your past so you have a skewed perspective on what should and should not be included in your resume.

**Write a Resume for the Reader**

I am continually amazed at the information I see which people feel would have some impact on the interview decision -- high school sports activities, hobbies, college club memberships, work experience from 35 years ago, and even physical appearance! The simple truth is these activities or traits hold an emotional place in the mind of the job seeker when in reality the information has no place on an executive resume.

When architecting a resume, it is critical to write the document for the reader. Readers come in various forms and differ throughout the stages of the job search. The first reader is often an admin assistant doing resume searches. The second reader may be a recruiter, an interviewer or management-level human resource professional. These individuals are the ones making the decision to contact you for an interview. The actual hiring decision will be made by someone else or a group of other people; however, if your resume bombs at this first level of reviewers, you will never meet the people who would hire you.

Here are some things to consider when writing for the reader:

**5. Emotionally Detach Yourself**

This is very difficult to do for most people because you are too close to the material to be able to judge effectively what IS important and what is NOT important to the reader. If you find yourself just throwing information into the resume in hopes that something will catch the attention of the reader, you might be suffering from emotional attachment. The prescription is to hire an objective professional

**4. Give the Reader What He/She Wants**

Readers want the resume in a certain format -- reverse chronological. No matter who has "sold" you on a functional format -- do not listen! While a functional may make YOU feel better, it is not what the reader wants and you will suffer the consequences

**3. Never Underestimate the Reader**

The reader is not dumb so do not think you can hide an elephant in your resume. If you have a large date gap or other potential “red flag” it is much better to handle it head-on that to try to cover it up. Watch the over-the-top flowery wording, too.  “Existential thinker” may sound really good to you but will elicit an eye-roll from the reader. Professional but conservative is always a safe bet.

**2. The Reader is Not Seeking to Include You**

Many people write their resume with only inclusive aims. They want to get as much information, no matter how irrelevant, into the resume because that one little thing may be the ONE thing that turns the tide in their favor. Actually, the reader is seeking to EXCLUDE your resume from consideration. Hiring managers and recruiters are looking at the resume not only for the skills they seek but also for information that might indicate the candidate is a hire risk or a poor fit. The first task facing the reader is to eliminate as many potential candidates as possible and narrow the field. Your resume has to make that first cut or you will not even be considered for the team.

**1. The Reader Might Not be Human**

In most cases these days, the first hurdle the resume must leap is the computer database search engine. Recruiters use both external and internal database search technology to look for resumes that meet their criteria – ‘datamining.’ These search engines are given specific keywords for which to search and they crawl the resumes in the database seeking those keywords. Once the database takes a bite of the resume, next up is passing the human test. It is never a bad thing to submit both a scannable version and a human-friendly version.

**10 Steps to a Better Resume**

There is no right or wrong way to write a resume. But competition for jobs is fierce right now. You need to develop a resume that sets you apart from the masses. It can’t be a passive piece of paper. It must be a passionate representation of who you are and why you are the best person for the job.  
  
In today’s competitive job market, it’s important that you help employers see the benefits of hiring you over someone else. Organizations need to know that you will help them attain their corporate objectives. Your resume is the first step in expressing that message to them. Here are some helpful tips to get you started

**Select the Type of Resume that Works for You**

There are three types of resumes: *chronological*, *functional* and *combination*. The chronological resume lists job and education history in a reverse chronological order. The functional resume concentrates on skills and abilities. In this approach, names of employers, dates and education history details are omitted and the information is not presented chronologically.  
  
Most employers prefer chronological resumes because the format makes it much easier to see the applicant’s career progression. The majority of the advice included here relates most closely with the chronological format. While a functional resume may work better for someone who is changing fields and wants to use a more skills-oriented format, it may be better to try a combination resume instead. This style combines the primary elements of the chronological and functional resume formats by presenting relevant skills and abilities but doing so in chronological order.

**Looks Matter in the design and format of your resume**

Select a design and format that allows you to highlight the most important information about your work experience, skills and education that directly relates to the job you are applying for.  
  
Keep the layout clean and easy to read to help pull the reader in. Simple, clean ivory or white 81/2 x 11 paper with a professional, clean looking font is the best approach. Stick to using one font and use bold and italics if necessary.  
  
Resumes should begin with your name, address, e-mail and phone number(s). Make it easy for a potential employer to contact you. Avoid including personal Information such as age, height, weight, and marital status. It is unnecessary and out of place in a professional resume.  
  
If possible, keep your resume to one page, - two pages at the most. A well summarized representation of your work history, experience and education is far more impactful than a long, rambling clearing house of every job you’ve ever had.

**Grammar and Punctuations on your resume-Proofread for mistakes**

We may be stating the obvious, but your resume must be free of spelling mistakes and include correct grammar and punctuation. Any mistake of this kind calls into question your accuracy and attention to detail and can dash your chances of getting an interview. Be on the safe side and have two or three people proofread your resume before you send it along to any potential employer

**The Objective on a resume should be customized for each individual organization**

Assuming you have an attractive, clean looking resume, the objective becomes your next opportunity to grab an employer’s attention. A well worded objective should never be more than two sentences. Avoid generic, broad objectives that will make an employer move quickly to the next applicant. Instead, read the job advertisement closely in order to determine what the employer is really looking for and customize the objective for each individual organization

**Your Experience and Work History on a Resume**

You should place the experience section of your resume after the objective section. List your employers, job location, employment dates, job titles, and descriptions of your tasks, accomplishments and skills.  
  
Employers want to know what you did and how closely that experience matches their needs. Things to consider when summarizing your relevant experience:

* Include only the most important information about each position.
* Be specific rather than general in your descriptions using concise and vivid language.
* Quantify the impact of your actions in your previous positions. Facts, figures, and numbers help to do this. For example: How many accounts did you work on? How many employees did you supervise?
* Be sure to include a list of key contributions or achievements.
* Find key words and terminology in the job advertisement and be sure to include them in your resume.

**Education statements on your resume**

Education statements should include dates of attendance, majors, minors and degrees. List your most recent or impressive educational achievement first. You should also list additional coursework if it is related to position in question. Try to list unique talents or specialized skills in hot demand in your field of interest in this section as well.

**Include relevant Awards or Special Recognition on your Resume**

Be sure to include relevant awards or special recognition if you have received any. These are “eye catchers” that will keep the reader interested. Remember, you want to include items that set you apart from the crowd and designations of this sort indicate accomplishment, skill and leadership potential. This can be included along with the education statement or as a stand alone section of your resume.

**10-15 years of work history generally reasonable to have listed on a resume**

Generally, it is reasonable to go back 10 – 15 years in your work history. If you have a longer work history than that, you can divide your work history into two sections, “recent” and “relevant”, or include a separate paragraph that summarizes all relevant prior experience.

**Addressing gaps in your work history**

Rather than leaving a gap, it is best to indicate what you were doing; whether you were a full-time parent, on maternity leave, traveling, studying, or volunteering. If you are currently in a gap period, you may want to consider fitting in some volunteer work along with the job search which is an excellent element to include in your resume. You are likely to catch the eye of a potential employer if you can show you have participated in some type of volunteer work even on a very limited basis.

**Electronic Resumes-Keep it updated for your job search**

The internet is an important tool in assisting individuals in their job search. It is always a good idea to have printed copies of your resume on hand, but it is increasingly important to have an "electronic resume" updated and at you fingertips. This allows you to forward your resume for networking and job application purposes quickly and easily. You can also load your electronic resume onto job search databases and social networking sites that will give your resume increased visibility and exposure.   
  
The first level of pre-screening of resumes via the internet is done on a keyword basis. You will increase the chances of your resume being searched and reviewed by potential employers if you incorporate key words and phrases that describe core skills required for the type of job you are looking for. Also, be sure to keep your resume updated and consistent across all of the sites you decide to use.

**Do Your Research before you update your resume**

As always, you need to do some research before you take a stab at updating your resume. There is no need to attempt this important endeavor in a vacuum. Search the internet for examples and try different formats or “looks” to see how they accommodate the information you wish to include. If you are at a complete loss, consider going to a reputable resume preparation service. If it helps your resume get noticed, it is worth the extra expenditure.

Ask about the company’s organizational philosophy in relation to your own. Find out what the atmosphere and dress code is like. Or, better yet, do some advance research. See what a Google search turns up about the company and ask some relevant questions. Not only does it prove you’re inquisitive and involved, it shows them you’ve done your homework about the company.

**8 Reasons You Should Turn Down That Job Offer**

**Just Because You Got the Offer Doesn't Mean You Should Accept It**

The good news is you got the job. Which, in this still-reeling economy, is quite an accomplishment. But the bad news is you're worried you might be settling for a position that isn't the right fit for you. So where do you go from here?

Look, the honest truth is there are times when you'll have to take any job you can get, even if you know it's a bad fit. Maybe your house is about to be foreclosed on, you can't make rent, or you have a family depending on you for income. We completely understand there will be times when finding ANY job is a priority over the PERFECT job.

But then there's the flip side of that coin, which is taking a job just for the sake of having a job even if you have the luxury of holding out for something better. Maybe you're frustrated because your job search has taken far longer than expected, or you graduated college and you're the last of your friends to find steady employment. Those situations aren't ideal, but neither is taking a "filler" job that won't really benefit your career.

To help guide you, here are some very valid reasons to reject a job offer.

**8. When It's a Dead-End, Not a Detour**

Sometimes we travel a broken career road, but that's not all bad. Many success stories include colorful chapters where the hero bravely works his way up to corporate glory. But what about the sad dramas where the heroine ends up pausing her career indefinitely in a so-so job that moves her off-target and out-of-sight of her hopes and dreams?

**Consider:** Will the circuitous route still allow some sort of progress in your chosen direction? Or will the filler job effectively block the path to your desired destination? The best filler job will still allow you to grow skills and experiences that are resume-worthy, and easily applied at your next position. The worst ones can spiral you into a black hole from which you gain no additional skills or experience, essentially trapping you with no hope of escape.

**7. When It Costs You Opportunities**

Most jobs are found through networking. A job organizing office supplies in a backroom or basement will offer you few opportunities to rub elbows with anyone save the occasional lost soul seeking a restroom. On the other hand, a retail job selling business apparel might give you the inside scoop on unposted job listings. Remember, the clear majority of today’s employment opportunities are unadvertised.

**Consider:** If volunteer work or community service puts you in touch with a growing number of business contacts, it might be worth fueling that momentum rather than cutting yourself off with a short-term, bill-paying position. Obviously, if you’re in debt and behind on your bills, you may not have the luxury of timing. However, be certain that wherever you spend your 9 to 5, you remain in the vicinity of connections to your chosen career goals.

**6. When It Hurts Your Professional Reputation**

On the other hand, while assembling sandwiches in a company cafeteria will likely put you in contact with key decision-makers (even CEOs have to eat lunch), do you want to be remembered for a cheddar cheese mishap when you finally land that interview?

**Consider:** It’s one thing to wait tables as a new college graduate in search of that elusive first job. However, a displaced IT manager refilling iced teas is doing nothing to enhance that image of technical prowess. There is nothing wrong with honest labor. But aim for labor that won’t contradict your status and reputation as a professional. To wit, waiting tables would be consistent with a hospitality manager looking for her next gig. Web design work might be a better fit for the on-hold IT manager.

**5. When It's Soul-Crushing**

How tough is your spirit? Can you retain essential hope and focus while working in the potential filler job? Some people own the sort of resilience that will not be trampled by janitorial duties or irate customers at a fast food establishment. Others have a tendency to link identity to work and their self-worth will deflate like a leaky balloon.

**Consider:** Know thyself. The purpose of a temporary job is to equip you -- financially and possibly experientially -- for the real deal. If a filler job is likely to grind down your self-image, perhaps you need to look a little longer. Find employment that will pay your bills without costing you your confidence and breaking your spirit.

**4. When It Goes Against Your Morals & Values**

The nature of your temporary work shouldn't make you feel like you're compromising who you are or your beliefs. Obviously you should avoid anything illegal, but beyond that black and white is a lot of grey. For instance, a vegetarian meat-packer, an environmentalist working for big oil, or a personal privacy advocate making telemarketing calls. These are scenarios that will pit self against self.

**Consider:** You will be ineffective and personally miserable in any position that requires you to ignore core values. Selling something that is personally disagreeable is a blow to your integrity. How will you sell the professionalism of someone willing to turn a blind eye to his own convictions?

**3. When It Costs You Your Family**

A great paycheck that takes you out-of-town -- or out of family life by nature of the sheer number of hours required -- may be a risk to your family connections. Yes, getting behind on your mortgage payment could strain family loyalties as well, but be sure you and your spouse (or significant other) are on the same page regarding expectations.

**Consider:** How "temporary" will temporary be? Are there other options that might provide a better balance to the financial vs. family stability equation? An indefinitely timed strain on familial relationships (and connections to your support system) should be approached with caution. Do you [work to live or live to work](http://www.salary.com/does-america-still-value-work/)? Just remember, no one on a deathbed ever wished they spent more time at work.

**2. When the Money Isn't Good Enough**

Sometimes, it really is all about the money.

Most of us work to live. We have mortgages, rent, utilities, car payments, daycare and more to pay for, and we're working to foot the bills. So if you're presented with a job that doesn't even come close to making all the ends meet, it might be worth holding out for something more lucrative if that's feasible.

**Consider:** Be clear about pay structures and costs of employment -- especially for commission-based work -- before grabbing a temporary position. The word "temporary" can ascribe less value to the details tied to these jobs. These details should matter, however, because you are making a trade of your job search time. Be sure it’s a worthwhile exchange.

**1. When the Money Is TOO Good**

Whoosh. That’s the soul-sucking sound of a lucrative paycheck pulling talent from a long-term goal. It happens. The pay is so good you stay on a little longer. And a little longer after that. Next thing you know you're completely hooked on your fat paycheck, 10 years have gone by, and you’ve forgotten you used to have other dreams.

**Consider:** If you’re a "work to live" personality with a goal of retirement, this may not be a deal-breaker. But if your goals are for professional achievement, be wary of temporary jobs that could lull you into career complacency. "*Umm, I got busy and forgot"*isn’t going to sit well with a bored, stagnated version of yourself, wondering about the untapped potential of your youth.

**Keep Your Eyes on the Prize**

"Any" job is often better than no job, but not necessarily. Measure "filler" jobs against your overall career plan. Be wary of any side gig that holds the power to hamstring you into a permanent sideline position.

Our career paths are rarely straight lines. Sometimes the route to a coveted sales position goes through the mailroom. And there are times that outside pressures and financial considerations force us to pause professional progress completely. These challenges are surmountable and may even provide valuable perspective, as long as hitting the pause button doesn't cause our motivation to idle as well

**QUESTION**

*Lately, every time I apply for a job the Human Resources department asks me my salary expectations. And when I tell them I don't usually get the interview. What's going on and what can I do to improve on this situation?*

**ANSWER**  
You have asked one of the hottest questions for today's jobhunters. Now that hundreds of candidates often apply for the same job instead of a few, employers are utilizing the salary question more than ever.

The answer to your question is the same as it has always been. The employer is screening out applicants rather than considering them for the job.

The screening process has become an increasingly important part of candidate selection. Note that this is not the hiring process. That comes later when enough candidates have been screened out. Therefore, how you answer the salary question becomes very important. If you don't answer it, or if you go too high or too low, chances are you will not be invited to an interview. And if there's no interview, there's no job.

There are several strategies you can try, but I advocate for the "Let's Make a Deal" method.

When asked, say something along the lines of "Would it be fair to say you're probably wondering if you can afford me in the event that you want to hire me?" Assuming their answer is yes, follow that up with "Well, I'd be glad to share all my financial information with you and I can even bring in documentation if you'd like. But the fit for this job seems so good, I wouldn't want to be screened out just because my last salary was a couple thousand dollars too high or low. So can we make a deal? Why don't we set up the first interview and I'll bring all the information you want?"

**14 Common Job Hunting Blunders**

**1. Relying on the job classifieds, want ads, or online job postings**

The majority of jobs are snatched up before they make it to these mediums. If you sit back and wait for the right job to materialize in the Sunday paper, you’ll miss the best opportunities.

The U.S. Department of Labor claims that 70 percent of jobs are found through networking, so dust off your contacts, reach out in person, by phone, or by email, and let everyone in your personal and professional spheres know you’re on the hunt.

**2. Having unclear job or career goals**

Not quite sure what you want to do? Think you'll know the right job when you see it? Would you travel a long distance without a map?

Figure out what you want to do before beginning your search, and hone in on a particular job, organization, or industry. Job search focus will allow you to target ideal organizations and industries, craft a more powerful resume, and better prepare for interviews.

**3. Looking for any old job**

A recent job loss or layoff may make you feel desperate, especially in this economic climate. It's rarely necessary to settle right away. Instead, give yourself a particular timeframe in which you can look for ideal positions. Give yourself as much time as possible to find the right fit.

If you reach a point where you have to consider jobs you wouldn't have considered in more robust times -- and these days there's a good chance you will -- look for a job that will make you happy, and will allow you to learn something new.

**4. Being unprepared for interviews**

Nothing will close a door faster than a lackluster interview. Start by learning everything you can about the organization. Second, use resources such as books and online job websites to familiarize yourself with common interview questions.

Prepare your answers until you can recite them in your sleep. Have a friend videotape you -- your smart phone video camera will do just fine -- so you can see what you sound and look like and make any necessary adjustments.

Not all that interested in the job? Prepare anyway. It's good practice, and the more you practice, the better you'll get at the interview process.

**5. Going ape with guerilla tactics**

You want to be proactive in your job search, but you don't want to come across as pushy, aggressive, or overbearing.

It's fine to reach out once in a while to keep in touch, to network, and to ensure potential employers don't forget about you or your interest in their organization, but in-your-face ploys like monopolizing phone and email inboxes, not taking "no" for an answer, or approaching potential employers on their way in or out of the office or in other places they hang out just creates bad feelings . . . and is a little creepy.

**6. Badmouthing former jobs or colleagues**

During your job search, you'll be asked over and over again why you're looking, by those with whom you are networking, as well as during interviews. If your reasons for leaving your last or current position are based partially or solely on the organization, the team, your boss, or your co-workers, don't mention it.

Follow your grandmother's adage: "If you can't say anything nice, don't say anything at all." Instead, focus on the positive aspects of leaving, such as learning something new, or making a positive career move.

**7. Passing out ineffective cover letters and resumes**

Your cover letter and resume are your first impression. A cover letter that is rife with grammatical errors paired with a resume that is unfocused and poorly formatted will make it no further than the circular file.

Rather than make a bunch of generic copies of your resume, customize both your cover letter and resume for every job you apply for.

The more specifically your skills, knowledge, and experience match a particular job, the more likely you are to get a second look.

**8. Sending your resume to the HR department**

HR departments get hundreds, sometimes thousands, of resumes per week. With that amount of volume, even if you have an outstanding resume it's possible it will languish at the bottom of a pile, or get lost in the surplus.

Do some research and find out the name of the supervisor in the department you want to work in. Then, send your resume directly to that person. Your resume will still need to be reviewed by HR, but one that is handed to them personally by someone influential in the company is much more likely to get the attention it deserves.

**9. Handling rejection poorly**

Looking for a job is a numbers game, so no matter how many rejections you get, don't take it personally or let it defeat you. If you're feeling angry, beaten, frustrated, anxious, or full of despair, do your best to hide those emotions when networking and meeting with potential employers.

If you believe in yourself and in your skills and experience, and know that the right job will come around as long as you keep trying, your positive attitude will shine through

**10. Sending a stock thank-you note**

Avoid sending generic typed or emailed thank-you notes. Even worse? Sending no thank you note at all. Instead, a handwritten, personalized, sincere note will send the message that you value the time that was spent with you. It will also cement your interest in working for the organization.

What if the interview didn’t go well, or the job isn’t a good fit? Send a handwritten note anyway. You might run into that person again in a future job search, and a personalized note will increase the odds that you are favorably remembered.

**11. Being unprofessional with your contact information**

Your friends and family might be okay with sending emails to partyanimal@xyz.com, and may be willing to endure Queen’s "Fat Bottomed Girls" before leaving a message on your voicemail, but potential employers certainly won’t be.

If your email or voicemail can be construed as offensive or immature, change it. If you don’t want to get rid of your personal email addy, secure an additional, more professional one from a free account like Hotmail, Yahoo, or Gmail. Change your voicemail so it simply states your name and phone number.

**12. Not protecting your privacy**

Posting your resume and contact information on job searching sites can pose a risk to your current position. Many employers search these sites to determine if their employees are on the prowl for new opportunities, and if you don't limit access to your contact information you'll be easy to find.

Instead, arrange to allow potential employers to contact you through the job site, or set up an anonymous email through a server like Hotmail, Gmail, or Yahoo.

**13: Being underqualified (or overqualified)**

Today’s Internet job seeking makes it easier than ever to apply for jobs that might not suit you. Many job searchers apply for unsuitable jobs, believing that employers will see something interesting on their resume and will contact them for other, more fitting jobs.

But applying for every job on the board is similar to the "Boy who cried wolf." After awhile, employers will simply pass your resume by -- even for jobs you may be qualified for. Instead, focus on jobs that match your specific skills, education, knowledge, and interest.

**14. Lacking commitment**

Looking for a job is . . . well . . . a full-time job. If you're squeezing your search in between golf games and wondering why you haven't landed your dream job yet, it's due to your lackluster effort and lack of commitment.

Hoping that something will show up is a fatal strategy in today's job market. Today's job searches require action. Put your job hunt at the top of your priority list, and give it the time and attention it deserves.

**Eliminate the mistakes, get the job**

According to a recent survey done by job placement specialists Manpower, 83 percent of employees plan to look for a new job this year.

You can improve the chances of landing one of those jobs by eliminating common job search blunders.

**Mistake No 1: I couldn't describe myself**  
You'd think I'd know myself, since I am myself. Yet for some reason, when that question emerged in the interview, I froze and struggled to think of any identifying features that might set me apart.  
Avoid this mistake by drafting an elevator pitch that sums up who you are as a professional and as a human being. Here are a few good examples to start with. Just add your own details and a life experience or two:  
"For the past 15 years, I was a supervisor at ABC Manufacturing. You might wonder why I want to move into sales at this stage in my career, but much of my time has been spent negotiating with vendors and meeting with CEOs. Although the industries might be different, the skills are the same."  
"I just received my B.A. in marketing with a 3.9 GPA. My courses in account management give me a strong foundation to begin my career with XYZ company, and I'm excited to learn from the industry leaders here." (Examples from CNN.)  
Don't talk about your current job or your husband (that was my mistake). Instead, tell a clear, compelling story that highlights significant experiences in your life that led you to the moment when you're sitting in front of the interviewer answering this question. If you can creatively incorporate some personal history and humor, all the better.  
  
  
**Mistake No. 2: I did the hard prep, but not the easy prep**  
When I sat down to interview for this social media position at a large radio company, I had statistics, figures and ideas for growth for the social media of the company I was interviewing with-and I was excited to share my ideas. But during our small chit chat and socializing, it became clear that I hadn't actually listened to the radio station.  
When it comes to interview preparation, start small and build up. Play around on the company website. Test out their products (if applicable) and talk about the pros and cons of the company with a close friend. Prepare a small summary about what the company does and who their primary market is-and then get some experience with that primary market by role-playing as a customer.  
  
**Mistake No. 3: I wasn't a smooth player**  
Hopefully you've gotten beyond feeling super-nervous midway through the interview. But even if you are comfortable, there's still an ultimate interviewee level known as the "smooth player."  
No, this is not someone who brings baked goods to the interview. Smooth players are confident and put-together interview candidates who ask game-changing questions like, "If you were forced to say yes or no to hiring me right now, what would be your biggest hesitation in offering me this position?" and "Can you offer me a tour of the office?"  
Smooth players do not awkwardly shake hands and thank the interviewer for their time.  
When the end of the interview approaches, assess how you think you did. If you feel strongly that you're still the prime candidate, ask any one of the following analytical questions (or more, if appropriate) to be seen as a slick character:

* "May I have a tour of the office?"
* "If you were forced to say yes or no to hiring me right now, what would be your biggest hesitation in offering me this position?"
* "May I ask why you are interested in me for this position?"
* "What are the most important characteristics you are looking for in the person you plan to hire for this position?"

And if you need more ideas about questions to ask, don't forget the basics like "What would a typical work day look like for someone in this position?"  
What's the worst thing you've done during an interview? Did it cost you the job?

# 10 Things You Need to Bring Up During the Interview

The job interview might be the only thing left between you and the position of your dreams. Even when you're the most qualified candidate with references galore, a poor interview performance can leave a lousy impression on a potential employer.

Yet, you can avoid nearly all interview mishaps if you prepare the right way for your interview. This means always knowing which talking points to bring up -- and why these points are important in determining if the position is a good fit for you.

Here is a checklist of 10 things to always bring up in an interview:

**1. The work**  
The most fundamental goal of the interview is to determine whether you have the skills to do the job. Still, your interviewer may not even know how to figure out if you have what it takes. You must be ready to do it for them. Be prepared with a list of your top selling points so the interviewer is completely aware of your advantages over others.

**2. The company**  
In a 2011 survey by AccountTemps, [38 percent](http://www.ctcpas.org/Content/24573.aspx) of managers said the number one interview mistake they encountered was little or no knowledge about the hiring organization. Don't let that happen to you. Do your homework ahead of time so you are ready to say why you want to work at that job and for that company.

**3. The culture**  
The work environment can determine whether you love your job or hate it. Address the work culture with your interviewer to make sure your values align. There's nothing worse than landing a job only to realize the organization is not a place where you would feel comfortable working.

**4. Industry knowledge**  
Want to "wow" the interviewer? Show off your knowledge of the industry. Talk about recent newsworthy events or the company's newest products. Thoroughly understanding your industry proves your passion for the field. In addition, having this knowledge suggests you have a deeper level of expertise than the average candidate.

**5. Past experiences**  
Your past experiences demonstrate how you would perform if you landed the job. So, you want to be prepared to describe past experiences where you had a big impact. If you have numbers to back up your claims, that's even more persuasive.

**6. Portfolio**  
A portfolio is a visual representation of your past work. It not only shows off your accomplishments, it also gives you added value. While a portfolio may not be essential for many positions, having physical representations off your work that you can share upon request will make you look good because you went that extra mile.

**7. Your plan for the position**  
Your interview needs to show the company what you can do for them. Lay out what you'd do, should you get the job. This plan doesn't need to be detailed-it just needs to illustrate how you would positively contribute to the position. For instance, presenting how you would reduce customer turnover is an easy, yet beneficial way to show an employer why you would do well.

**8. Your referral (if you have one)**  
There's nothing wrong with name-dropping if the person helped you land the interview. If you were referred to the position, be sure to remind the interviewer. This connection may put some legitimacy behind your candidacy, as well as spark a positive conversation between you and the interviewer.

**9. Thought-out questions**  
Always make sure you have questions at the end of the interview. From queries about the interviewer's role to thoughts on the history of the position, questions show your desire for the job. They can also give you more insight into the role, which may not have been addressed during the more formal portion of the interview.

**10. Next steps**  
Understanding the next steps in the interview process is essential. Always ensure you're aware of what these are. It may be a second interview. It may be giving the company a list of references. It may mean you won't know the outcome for a few weeks. By asking about these next steps, you'll know what to expect and gain some peace of mind. You'll also show your enthusiasm for this position.

As you can see, job interviews can be a much smoother process if you use this checklist. Do your research, emphasize why you are the best candidate for the job, and always leave on a good note. You'll find the outcome of the interview will be much more positive if you do.

This has been cross-posted from [*Business Insider*](http://www.businessinsider.com/the-top-10-things-to-always-bring-up-in-an-interview-2012-12).

# How to Make Your Resume Better Than the Competition

by [Donna Fuscaldo](http://www.foxbusiness.com/archive/author/donna-fuscaldo/index.html)

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Read more: <http://www.foxbusiness.com/personal-finance/2013/01/22/how-to-make-your-resume-better-than-competition/#ixzz2IoZSAAOk>

The stubbornly-high unemployment rate has made the resume pool overwhelming for hiring managers and hard for applicants to shine among the competition.

“It can be hard to stand out, especially since so many people are applying for the same job,” says Robin Schlinger, owner of resume writing company Robin’s Resumes. (LINK: www.robinresume.com)

At the same time, the resume vetting process has become increasingly automated, stacking the odds even higher against job seekers that their resume will even get looked at.

But not all is lost, there are strategies jobseekers can use to make their hunt more productive and get their resume to the top of the pile.

**Tip No.1: Read and Mimic**

Schlinger says the most important step job seekers must take is to tailor their resume to reflect the job description and requirements. Use the keywords and skills used in the job posting in the resume to show qualifications—don’t assume a hiring manager (or computer, in some cases) can make the connection of experience and requirements.

“Most companies use applicant tracking systems or ATS that determine the job match,” she says. “The ATS system reads the resume and matches it to a set of keywords or phrases based on the job announcement.” Of the thousands of resumes a company gets, only a hundred or so that match the job will end up on the hiring manager’s desk. Resumes not featuring these keywords are not likely to get into the hands of a person.

**Tip No.2: Focus on Content**

Skills should always be included on a resume, but also be sure to include accomplishments. Employers want to see how a worker improved his or her previous place of work, says Mary Ellen Slayter, managing editor of Internet job board Monster’s Monster Working blog. LINK: [www.monsterworking.com](http://www.monsterworking.com/)http://global.fncstatic.com/static/v/all/img/external-link.png.

She says job seekers often make the mistake of focusing too much on past duties rather than accomplishments, says Slayter. “If you’re an administrative assistant you don’t want the bullet points to be: ‘answered phones, proof read letters, handled payroll.’ You want there to be something like provided excellent customer service that lead to increased customer retention. If you can quantify it, even better.”

**Tip No.3: Read, Edit, Repeat**

A surefire way to land at the bottom of resume pile is to have a resume riddled with misspellings and typos. Recruiters are looking for reasons to ignore a resume, don’t give them one with lack of punctuation or missing words.

Experts also warn against using too much graphics on a resume and it’s often not appropriate to attach a photo. Schlinger also suggests skipping sending a resume in PDF document and advises sticking to a Word-based resume or one with a simple text format.

The necessity of a cover letter is often up for debate, but Slayter recommends always sending one with an application and resume.

“Once you make it through the machine it’s a chance to tell your story, to tell people what’s special about you and explain why the company would be a great fit for you,” she says. “As a hiring manager over the years, I always appreciated a good cover letter. If someone took the time it shows me they researched the company and paid attention to the listing.”

Read more: <http://www.foxbusiness.com/personal-finance/2013/01/22/how-to-make-your-resume-better-than-competition/#ixzz2IoZ22gxv>

**With me today is business consultant and workplace author Alexandra Levit to talk about the survey and what job hunters can do to improve their odds of being hired.**

*Scotti:* So, first off, can you give me some details about this survey?

*Levit:*This survey is an annual study called the Job Preparedness Indicator and it was conducted by the career advisory Board established by Devry University. The survey is really designed to track the gaps between what hiring managers say they are looking for in candidates and the skills that candidates are actually bringing to the table.

*Scotti:* What are the traits that they’re looking for?

*Levit:*Well, there are a couple that I think are really important, in particular because they aren’t necessarily things that people are thinking about,  that come to top of mind. And the two traits that I want to talk about, first of all, is the ability to be cross- functional. Traditionally, we have always recommended to people that they have a niche, that they have one or two things that they are really good at. But now with all of the layoffs that have occurred recently, hiring managers really want people who can hit the ground running in a wide variety of disciplines. So they want people who can do a ton of different types of jobs, who can wear many different types of hats. So, for example, they might be skilled in finance and marketing and project management and client relations. That’s the ability to be cross- functional.

Also, I think a new and up-and-coming skill is global competence, or the ability to do business in a wide variety of cultures and countries. And this is something that traditionally only multinational firms looked for and they only looked for it at the senior level.

*Scotti:* So when you say global experience, can you give me some specific examples so if somebody goes in and they’re talking to a potential employer, they’re not going to just say, “I have global experience.” So can we break it down a little bit more?

*Levit:* Sure. So there are several ways that you can showcase your global experience, if you have any. And one of the ways is to talk about times that you might have studied abroad or traveled abroad. Any time that you have the opportunity to interact with colleagues in different countries. Maybe you have managed a project that was done overseas or included colleagues that were in many different areas of the world. That’s all global expertise. Even something as simple as reading *The Economist* on a daily basis and really having a good handle of the industry news that’s going on globally and that affects your company, those are really good ways to showcase that you are aware of the fact that there is a world beyond the U.S. and that we need to be concerned about it.

*Scotti:* And can you give some examples about the cross- training because, of course,  you want to say you have a niche, you want to be somehow specific in your field – but how do you also show them that you can do a lot of things at once?

*Levit:* That’s a great question and I really like the skills-based resume. I know that there has been some controversy over the skills-based resume, and I think the controversy is really due to the fact that people want to see a chronological job history and I think it’s still necessary to include your chronological positions on a resume. But I would also include a section where you list transferable skills or skills that are relevant across a wide variety of industries and goals. Things that we mentioned before like client relations, marketing and budgeting and show that you have concrete experience, that you have made a difference to an organization’s bottom line in a variety of different areas so that even if you are applying to a specific position, they say, “Hey, not only can she do this position but look, she has the ability to understand how other departments work.”

One other skill I’d like to mention is the ability to understand technology changes and be efficient and effective on social media as it pertains to your job. We have heard a lot about social media in recent years and I think it’s not just important for you to know how to use Facebook and Twitter but that you know what the importance is in terms of your role and how can you use these technology tools most effectively to do your job productively. And I think this is something, particularly people at the senior level, they forget about. They think that social media is just for kids, that it’s just a fad that’s going to pass, and the truth is, these communication tools are here to stay, so you need to become familiar with them, you need to make sure that you’re on them to track the changes and to really assess what can they do for you and what can they do for your organization?

*Scotti:* But how can you decide how much or how little you should use social media? I mean, does it matter in terms of how high up you are on the chain or how high up you’re looking to go? I mean, it’s hard to navigate….

*Levit:* It is hard to navigate and I suggest actually seeking mentorship. One of the great ways we recommend that people improve their job prospects in general is actually to talk to someone who is a couple of years above you on the ladder and find out how do they do things in general. So social media would be one example: How do they use social media to network and do their jobs more effectively? And you can also ask them things like what transferable skills do I need to impress hiring managers? Or what are hiring managers in our particular field looking for these days? And that way you can begin to customize your approach so that you’re more successful when you go on the interview.

*Scotti:*And why do you think there is such a gap. I mean, why don’t you think it’s obvious to people who are looking for jobs to mention the skills that you’re talking about?

*Levit:* I think there is a gap because people do not necessarily think that the skills that hiring managers are looking for are the most important. So, for example, when we poll job seekers, we often hear that they think things like work ethic and being able to communicate well are important across all levels. And while these things are indeed important, when you talk to hiring managers, you see that these are very basic skills. That having a good work ethic, for example, should be a given. So a job seeker might go in to an interview all proud of the fact that he has a wonderful work ethic when that is totally what the hiring manager is expecting. And it’s really just a lack of awareness of these higher order skills, these things like global competence and the ability to be cross functional and the ability to understand technological changes – these are things that aren’t necessarily on peoples radars and I think that’s what the gap is. And I think another reason for the gap is that people may have these skills but they might not be communicating them as effectively in their resumes and in their interviews as they could be.

*Scotti:*Overall, what do you think of the jobs market these days? What do you think about the last couple of months and where we are today?

*Levit:*I actually think things are improving. I think that the issue has been that it’s been much slower than anyone would have hoped. When the recession first hit us in early 2008, we were really expecting things to improve drastically within a few years and it has been very, very slow. But that said, I do see an uptick in hiring in most industries and I see that there are a ton of positions that are just waiting for the right candidates to come take them. So really I see this gap as being the primary problem that people can’t get jobs. Not that the jobs aren’t out there. So, it’s really a positive message for job seekers that there are just so many things that you can do to improve your marketability and your ability to go out and secure a job with only a few interviews.

Read more: <http://smallbusiness.foxbusiness.com/legal-hr/2013/01/15/what-employers-want-that-job-seekers-arent-mentioning/#ixzz2IoaJ9KpG>

**How to spot a bad boss before it's too late**

http://www.cbsnews.com/8301-505125\_162-57393994/how-to-spot-a-bad-boss-before-its-too-late/

(MoneyWatch) You go for a job interview, answer all their questions and then there's that inevitable moment: do you have any questions for us? This is your moment to find out whether you want the job and, in particular, what kind of person your putative boss might be. So what are the questions that will reveal his or her true colors?

**1. Of all the people who have worked for you, who are you proudest of -- and why?** You want to work for someone who will help you grow, develop and advance. If this boss hasn't helped people progress, this could indicate a fear of rivals -- in which case, you'll be held back. It may also suggest that no significant mentoring or coaching will occur, in which case: what, apart from salary, will you gain from the position? On the other hand, if the executive can cite a number of people who've gone on to a wide range of opportunities, you could be onto a winner.

**2. Can you describe a disagreement within the project, job or department and how it was resolved?** All healthy departments argue: that is how organizations think. If there's no debate, there's no thinking. What you want to glean from the answer is whether there is a professional level of confidence around healthy disagreement. If there isn't, then your own views won't be welcome -- a sure sign that politics trump intelligence. Avoid.

**3. Are there formal opportunities to mentor or coach rising stars in the firm?** If you can't be a mentor, it's highly likely you won't get one either. Many job candidates hesitate to ask if they'll get mentoring or coaching (they think it looks weak), so this can be a good way to find out without appearing to ask.

**4. What did the last person in this position go onto do -- and what were they like?** The background to a vacant position is always interesting. If the past incumbent left under a cloud, some of that opprobrium may attach to the position -- in which case, beware. If they've advanced inside the firm, it means you could too. If no one really knows -- they're lying and you should have a serious rethink. It's helpful to know how the job was done before, if only because it is far easier to follow someone who is different; if they're too similar, you may find it difficult to assert your own identity.

**5. How far have the expectations and requirements of the position changed since it was first created?** If it hasn't changed at all, there's a high likelihood that this is a pretty stable -- but possibly rigid -- organization. Whether that is to your taste or not is a personal choice. But you want to know before you go any further whether you're jumping into a torrid or a stagnant pond.

None of these questions will get you into trouble -- but they may stop you jumping into it.

**8 Mistakes You Should Never Make On LinkedIn**

What do you do with your LinkedIn profile?

Do you check it only every once in a while when a connection request comes through? Have you linked it to your Twitter account? Did you never quite remember to sign up in the first place?

As much as it's convenient to merge our Facebook, Twitter, Tumblr and Instagram accounts into one large social networking experience, LinkedIn has a special designation: professional networking.

And there is a difference between professional and personal networking, according to LinkedIn Career Expert Nicole Williams: "I see the same mistakes over and over!"

And, on LinkedIn, those faux pas can damage your career.

RELATED: [11 Things Hiring Managers Won't Tell You](http://www.learnvest.com/2012/04/11-things-hiring-managers-wont-tell-you/)

In fact, data shows that LinkedIn is especially helpful when it comes to landing higher-paying jobs--"informal recruitment" is a favorite of hiring managers aiming to fill positions up there on the payscale.

So whether you're hunting for a new job, making the most of the one you have or just looking to learn about professional possibilities, avoid these eight big LinkedIn mistakes.

**Not Using a Picture**

"One of the biggest mistakes I see is no photo," Williams says. "You're seven times more likely to have your profile viewed if you have one. Like a house that's on sale, the assumption is that if there's no photo, something's wrong."

She also makes a great point: If you leave a networking event with a handful of business cards, intending to follow up on LinkedIn, it's much harder for you to remember who's who without pictures. A missing photo can easily lead to missed connections.

If you're worried about unwittingly sabotaging your career through social media, check out the ten worst blunders you can commit.

**Putting Up the Wrong Picture**

"No dog, no husband, no baby!" Williams says, adding that your photo is meant to show you at your professional--not personal--best. "Especially for mothers getting back into the workforce, a picture of their child doesn't convey that they're ready for a full-time job."

Another photo blunder: Misrepresenting your appearance. "I see older people who are worried about age discrimination use a photo of themselves in their 30s, but an interviewer wasn't expecting them to look so different. And instead of listening to your answers, the interviewer will think you're deceptive," Williams confides. "Unless you're getting hired for a modeling gig, people are just looking for energy, which you can communicate through great posture, open eyes and a smile."

In fact, HSN Beauty found that, when paging through LinkedIn profiles, 19% of recruiters look only at your profile picture.

**Skipping the Status**

Between Twitter and Facebook, people have a pretty good idea of what you're up to socially. But your LinkedIn status is the right place to update your network about your professional accomplishments and progress. "You could be updating about a colleague getting a promotion or sharing a great article you wrote," Williams suggests. "Every few days, put something in your status to keep it fresh, and show you're active and engaged--no one will know what you've done if you're not showing it off."

RELATED: [Dislike: How Facebook Can Hurt Your Credit](http://www.learnvest.com/2012/01/dislike-facebook-can-hurt-your-credit-score/)

Plus, those people you're updating in your LinkedIn network are valuable. "If you've got a great following, it's part of the assets you bring to the table," she adds.

**Using the Default Connection Request**

"Don't use the standard connection request! People think that LinkedIn is like Twitter, where it's about quantity over quality, but you're supposed to be building valuable professional relationships to leverage into career opportunities," Williams explains.

Even if you're reaching out to someone you've never met, the right move is to do a little research on that person, and tailor your connection request. "Customize your message to make the recipient take notice, like writing, 'I read this article you wrote [and had these thoughts]. I'm also building a career in [this field], and I would love to be connected to you,' " Williams says.

"People who are using LinkedIn correctly want to be connected to people who make them look good," Williams adds. "Employers appreciate your connections. They might even hire you because you know people in the industry, and can make things happen."

**Neglecting the Privacy Settings**

Many people don't realize that LinkedIn does have privacy settings--for a reason. "When you're out looking for a new job, and are actively engaged in your current job, you want to be discreet," Williams explains. "A telltale sign to an employer that you're leaving is that you overhaul your profile, connect with recruiters and have an influx of new people. You can tailor your settings so that your boss doesn't see that you're looking for opportunities."

The privacy settings are easy to find: Just sign in, and then select "settings" from the drop-down menu, where your name appears in the upper right-hand corner.

**Skipping the Summary**

Once upon a time, people were encouraged to write about their careers in an "objective" summary on a resume. That has gone out of fashion ... but not on LinkedIn. "Since you're writing online, you actually have more space than you would on a traditional paper resume. Think of the summary as a way of selling yourself--it's an opportunity to express your voice and personality," Williams explains.

Since so many people are competing for the same jobs with similar educations and qualifications, filling out the summary can give you an edge with a prospective employer. Williams recommends that you write it in the first person to give it energy and personality.

RELATED: [Get Networking: Half of Job Openings Aren't Advertised](http://www.learnvest.com/2013/01/get-networking-half-of-job-openings-arent-advertised-123/)

**Eliminating Past Jobs or Volunteer Work**

Even if you've changed fields, your latest job isn't the only important one. "Unlike a resume, where you're trying to target one page toward a specific position, you should list your entire work history on LinkedIn," Williams says. "You don't know what criteria people are looking for, so you want your profile to be as robust as possible. Maybe they're looking for a teacher with nursing experience or they're Princetonians looking for fellow alums."

She even recommends listing odd jobs from your teen years, specifically addressing your responsibilities and accomplishments. "You never know--maybe you were trained as a salesperson at The Gap in high school, and the hiring manager looking at your profile went through the same program and wants you for the skills she knows you learned," Williams explains.

The same goes for volunteer work: While LinkedIn isn't a place to describe your every hope and dream, employers know that, in this economy, volunteers can be given real responsibilities. Williams recommends listing any volunteer work the way you would a summer job, elaborating on tasks conquered and skills acquired.

RELATED: [How to Manage Your Child's Social Media Presence](http://www.learnvest.com/2012/09/how-to-manage-your-childs-social-media-presence/)

**Lurking**

Many people think that just having a profile is enough, but employers probably won't simply stumble across your profile, be struck by your brilliance and offer you a job on the spot. You have to work for it.

"I always recommend joining groups related to your field or even personal interests. It comes in handy! For instance, I'm a new mom and joined a group for them. When I needed an accountant, it turned out there was one in my group who I ended up hiring because of the connection we made over being new moms," Williams says.

LinkedIn users can also follow companies and keep an eye on who's coming and going--when you see someone leave a company you want to join, it's the perfect opportunity to reach out to their HR department.

How to Leave Your Job On Good Terms  
  
Read more: <http://www.foxbusiness.com/personal-finance/2013/03/21/how-to-leave-your-job-on-good-terms/#ixzz2OCPsyHbe>

The best way to resign is to leave your boss wishing you will return.

And the best way to do that is to be gracious and helpful as you move to a new job or step into self-employment. Even if you’re being ushered out, staying upbeat and professional can mean the difference between a good recommendation and good riddance.

“It’s always better to leave a door open than to open a new one,” said Jodi Glickman, president of Great on the Job, a communication training firm. “You always want to leave on a high note so people will want to work for you again.”

So as you give your two weeks’ notice, think through the ways you can shine and help ease the transition. “Don’t rush out the door” without tending to relationships and future references you may need, said Barbara Herzog, a career coach in Washington, D.C.

Here’s a half dozen ways to build relationships as you’re saying good-bye at the office:

**1. Tell Your Most Valued Coworkers First.**The day you give notice, or as soon as possible afterward, call or visit “the four or five people who have been most supportive of you,” said Herzog. These are your mentor, your best friend at work, the person who hired you – in short the professionals you want to cultivate for the future. You want to tell them yourself you’re leaving. Be sure to tell them how valuable their support was. If it seems appropriate, offer your help to them, their families or their nonprofit causes in the future.

**2. Show Respect and Appreciation.** “There is some credit due” since your work and development on your current job were a crucial part of why you landed the new one, said Glickman, whose posts appear on the Harvard Business Review blog. “Be appreciative.” This is important especially if you’re going to work for a competitor. Have a candid conversation with your boss explaining the value you expect to gain from your new job and expressing appreciation for her support and opportunities. Draw the distinction between your personal success and your attachment to the company you’re leaving, said Glickman.

**3. Find Your Replacement.** “I always encourage people to find their replacement” before they leave, said Glickman. If your boss prefers, tap your network and come up with at least three good prospects. Give your employer “a head start” with people who are pre-vetted, she said

**4. Exit Without Negativity.** Even if you think your insights may help your colleagues or the next employees, don’t share anything negative or that needs fixing, said Herzog. “It is counterproductive to your career,” she said. Instead, make your comments generic and be sure to say you “appreciated the support of my supervisor and colleagues.”

**5. Send a Thank You Note**. Make the effort to send a thank you note to your supervisor and another senior manager who aided your career. “Be specific about one or two things that meant a lot to you,” said Herzog. The thank you should be separate from a very short, two- or three-sentence resignation letter, and may be sent a few weeks after you’ve departed.

**6. Follow Up**. Set a Google Alert so you stay in touch with news and changes at your former employer. Touch base with some of your contacts there three to six months after you’ve left. Send a ‘thinking of you’ note, article or piece of information, said Glickman. Then schedule a breakfast, lunch or coffee meeting and see if you can bring something valuable to them.

These approaches can work equally well for staffers departing or freelancers moving on, Glickman said, and smart employers also understand the value of good relations with their alumni networks. “It makes good business sense to leave on good terms,” she said, since you never know when you will looking for work or someone to hire in the future.

Read more: <http://www.foxbusiness.com/personal-finance/2013/03/21/how-to-leave-your-job-on-good-terms/#ixzz2OCPhways>

# You have one offer, but you want another

You are here: [Career Services](http://www.career.vt.edu/) > [Job & internship search guide](http://www.career.vt.edu/JobSearchGuide/Index.html) > You have one offer, but you want and hope for another

## The situation: Not uncommon for job seekers:

You have an offer from employer B.

You've gone through the interview process with employer A, and you're hoping for, and perhaps expecting an offer. You really want the job with employer A.

B has given you a deadline, perhaps two weeks from the offer date.

You haven't heard from A, and you might not hear until near or after B's deadline.

You'd rather work for A, but B has given you a great offer, and you don't want to turn that down if A doesn't want you.

What to do?

## The solution:

**First, never accept an offer and then back out later**.   
That's called reneging, and it's considered highly unethical and inapppropriate and is very disturbing to employers (and they do talk to each other). You may hear opinions that it's okay. It's not. Ask yourself what your ethical standards are.) More about [ethical issues in the job search](http://www.career.vt.edu/JobSearchGuide/EthicalIssues.html).

**Without delay, call employer A** and let your contact know the situation.   
Keep your information simple and factual regarding the offer from B.  
You don't have to mention organization B's name, but you might be asked.  
Reiterate to employer A that you really want to work for A.   
Ask where you stand in the evaluation process and if there is any possibility to have definitive information from A before B's deadline, and if not, when that might be.   
**Your goals:** Diplomatically learn more about your status with A, let A know your interest in them, and perhaps stimulate A to speed up their process if they really want you.

**Next, without delay, call employer B**. Express appreciation for the offer. Indicate that you don't yet have all the information you need to make your decision. (Good organizations will want you to make a well-informed decision and they are aware job seekers are looking at multiple options.)   
If A will give you a final decision by or shortly after B's deadline, you have the option to ask B for a [deadline extension](http://www.career.vt.edu/JobSearchGuide/Extension.htm) — just don't wait until the last minute to ask. B can say yes or no to your request; you won't know until you ask.   
**Your goals:** Maintain your good relationship with B, and perhaps gain some time to make your decision.

**Bottom line:** Be as honest as you can while being diplomatic.   
Treat everyone with respect; maintaining good relationships with organizations and individuals (who may change organizations) will serve your long-term career success.

**Need more help sorting out your individual situation?**

Consult a Career Services advisor — via [walk-in advising](http://www.career.vt.edu/Advising.html#Walk-in) or an [appointment](http://www.career.vt.edu/Advising.html#Individual). We are here to help you sort through these kinds of situations.

[More on this topic on Weddle.com](http://www.weddles.com/seekernews/issue.cfm?Newsletter=157), newsletter for job-seekers.

## Instructions

## When You Are Undecided About the Job

* + *1*

Call your contact at the company that made the job offer and ask if you can have more detailed information on the company before you make a decision. Ask for a company prospectus, future goals and specific targeted numbers. Express your desire to make sure you are the right fit for the company and its future goals.

* + *2*

Ask if it is possible for you to meet with the team with whom you will be working or the department supervisors. Suggest a lunch or a casual meeting where you can discuss the daily aspects of the work you will be performing. This is an effective way to learn more about the inner workings of the company and gives you more time to make a decision.

* + [**Sponsored Links**](http://www.google.com/url?ct=abg&q=https://www.google.com/adsense/support/bin/request.py%3Fcontact%3Dabg_afc%26url%3Dhttp://www.ehow.com/how_8677654_delay-job-offer-acceptance.html%26gl%3DUS%26hl%3Den%26client%3Dca-ehow_300x250%26hideleadgen%3D1%26ai0%3DCwYPXMDt4UafoIsThwQGwmIDgAYbPrZQD9uPB_SnAjbcBEAEgqYmtBlCxkdnuB2DJ7tmKsKTsD6AB4ozj9gPIAQGoAwGqBIwBT9DBv_8G94DPSnEvoXfJI1rb3ymqu4ztqxF-mteBHGwXhkYWUEJnwjES4RoJ9JByjYbLzsDAz-h3A7FNq5l9xRot3D7A9FUCWPiOiMhyf02RGmvnxRFkaoLEqXrZCCH8CJnsOcWIboDOmjrZjCKsI1Jm9e9uSBfcUEimz884aXwdujD5EKwlFQ3nQISAB4bznAk&usg=AFQjCNHvEuntAVI5M6Ro4yHVcY7dni0Arw)
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* + *3*

Request a formal offer in [writinghttp://images.intellitxt.com/ast/adTypes/icon1.png](http://www.ehow.com/how_8677654_delay-job-offer-acceptance.html) (if the initial offer was verbal) and ask if it is possible for human resources to send you a benefits and compensation package so you are fully aware of everything you will receive as an employee of the company. It's important that you are polite and enthusiastic and explain that you want all the information available so you make the right decision.

## When You are Waiting for Another Job Offer

* + *4*

Call your contact at the company which has not made you an offer. Explain to her that you have received an offer from another company, but you are still very interested in working for her company. Ask her if she knows when you can expect to hear a final decision about [employmenthttp://images.intellitxt.com/ast/adTypes/icon1.png](http://www.ehow.com/how_8677654_delay-job-offer-acceptance.html) at her company. Your goal is to learn where you stand in the hiring process, and to subtly make the company aware that someone else is interested in your services.

* + *5*

Call your contact at the company that made you an offer. State your enthusiasm and gratitude about the offer. Explain that you are not prepared to make a final decision and that you will get back to them soon.

* + *6*

Request an extension of the deadline from company that made the offer. If you know the date that the second company (which hasn't made an offer) will make a final decision and it is past the deadline of the company that made you an offer, this can provide you the leeway you need. Explain that you interviewed with another company and are waiting for a decision so you can make the best choice for everyone involved.

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## Tips & Warnings

* Be honest and tactful with all the companies involved. Your goal is to make the right decision for you and the company, not to play one company off against another for personal gain.
* The company that made you the offer may not grant you an extension of the deadline, which may force you to accept or decline its offer without hearing from the second company.
* Never lie about the possibility of another job offer. The company that made you the offer may feel pressured or leveraged and rescind their offer, which leaves you with no job prospects.

Read more: [How to Delay Job Offer Acceptance | eHow.com](http://www.ehow.com/how_8677654_delay-job-offer-acceptance.html#ixzz2RPhbDvl6) <http://www.ehow.com/how_8677654_delay-job-offer-acceptance.html#ixzz2RPhbDvl6>

Thanks,

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