To: Engineering Communications

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Subject: Job Seeking Techniques Video Series D - Professional Development

The handshake has been, in the United States and other major countries, adopted as the main physical introduction method and therefore holds a lot of weight in initial interactions between people. The handshake as it is now has been around for around 2000 years. The ancient Romans had a different variation of the handshake, which could be altered by someone who wanted to display power, hence the phrase “he has the upper-hand”. When shaking hands, both people should approach with their hand positioned exactly vertical, as to not dominate the handshake. There are more connections between the brain and the palm of the hand than any other body part, which means that there is more of an opportunity for subconscious decisions to be made through handshakes and hand gestures. Different hand gestures can make people feel vastly different emotions. For example, pointing can make people feel talked down to. Open, controlled, and slow hand gestures can make people feel invited and calm. Changing a person’s hand gestures can massively change how other people perceive that person.

Interviews are used to see if a job applicant is the right fit for a position in a company. Interviewees should dress up for interviews, which means both men and women should dress in a suit. Women should not wear too much jewelry, colors, or makeup. Both men and women should give their interviewer a firm handshake. The key to a proper handshake is to not only focus on the action of shaking another person’s hand, but to also maintain eye-contact with the person. Treat every question in an interview as an opportunity to explain your goals, abilities, and career. When discussing an interviewee’s weaknesses, the interviewee should talk about minor issues that can be worked on over time. An interviewee should always bring a copy of their resume to an interview and make sure to ask for the interviewer’s business card after the interview.

A good cover letter could mean the difference between two candidates for a job. A cover letter should be more personal than the resume. It should correctly address the reader. The letter should firstly cover what position the applicant is applying for. It should then talk about why the applicant chose that company to apply to. This is because the applicant should display obvious interest in the job and place of work to which they are applying. This interest shown should be specifically aimed at a certain area of the company, as broad statements like “Your business is exciting” leave the reader uninterested. Addressing the job description directly is important in showing knowledge of the job. An applicant should talk about their experience for two or three of the most important job requirements. Showing a level of kindness can go a long way for the applicant as well.

A study showed that stress was harmful for peoples’ health when people believed that stress was harmful for peoples’ health. If the data from that study is correct, it would mean the fifteenth top cause of death in the United States is believing stress is harmful. If stress is not viewed as a source of harm, it could be harnessed in powerful ways. Stress can be seen as a natural reaction from your body in order to prepare itself for work. Instead of stressing about stress, a person could use that stress actively and finish whatever task is causing stress in their life. If the stress response is viewed as helpful, studies show that it will be helpful. Oxytocin is a stress hormone that is meant to encourage communication between people to release stress. Stress responses between people can help mitigate the overall stress levels of each person. Human connection is a solution to stress in most people, as it produces oxytocin and therefore encourages people to speak their mind and release some of that stress. When people spend time caring for others, they themselves will experience less stress.