



RESOURCES

To Help You Land A New Job

Tips and links to aid you in your
job search and career development.




RESUMES

A resume is a written document used as a marketing tool for job seekers containing work experience, education, and skills.



15 Tips for Writing a Resume

- 1 Understand what a resume does
- 2 Know your audience
- 3 Focus on accomplishments/specific actions
- 4 Use key words
- 5 Format
- 6 Customize your resume to the job ad
- 7 Communicate your brand
- 8 Avoid appearing out-of-touch
- 9 Use reverse chronological format
- 10 Convey your passion
- 11 Lead with a professional summary
- 12 Highlight your relevant skills
- 13 Eliminate clutter
- 14 Use metrics and examples
- 15 Proofread

 Get the details at www.livecareer.com/resources/resumes/how-to/write/15-resume-tips

Writing a Powerful Headline

Objective vs. Headline

- Objective: What you want from an employer (former way)
- Headline: Who you are and what you have been responsible in your career

Different Headline Styles

- Single-Line, Multiple Line, Branded Headline, Blended Headline



Learn more at www.shrm.org/resourcesandtools/hr-topics/organizational-and-employee-development/pages/resume-writing-essentials-introduce-yourself-with-a-powerful-headline.aspx

COVER LETTERS

Cover letters can help introduce you in a memorable way on an employment application.



Cover Letter Basics

Greeting and First Paragraph

- Try to use the persons full name or Mr., Mrs., Ms., etc.
- Draft a exceptional opening line

What to Put in the Body of Your Cover Letter

- Go beyond your resume
 - Expand on bullet points with experiences and accomplishments
 - Not sure how? Ask yourself your approach, details of accomplishments listed, and include more about your passion, personality, and work ethic.
- Identify what you can do for the company instead of what they can do for you
- Highlight experience from job description
- Don't apologize for missing experience
- Throw in a few numbers
- Consider testimonials
- Be open to other formats
- Avoid sounding robotic and express yourself in a genuine way
- Show that you understand the company environment and culture
- Go easy on enthusiasm
 - Show your personality and excitement but go easy on adverbs
- Do not be scared to brag in a practical manner
 - How would a co-worker speak on your behalf?
- Keep the letter short and to the point

Closing

- Use the closing paragraph to emphasize your experience and give any last key details
- Edit
- Have someone proofread it



Learn more at www.themuse.com/advice/how-to-write-a-cover-letter-31-tips-you-need-to-know


BEHAVIORAL INTERVIEWING

In a behavioral interview, you are asked to provide examples of how you've handled work-related situations.



How to Prepare for a Behavioral Interview

- A behavioral interview is a popular interview technique employers use to assess job candidates based on their past behavior
- Questions are often formatted as “Describe a time when...(insert situation)” and “how did you react?”
- Cover letters can help introduce you in a memorable way on an employment application.

 Learn more at www.indeed.com/career-advice/interviewing/how-to-prepare-for-a-behavioral-interview

Learn & Practice Common Interview Questions and Answers

- Practice answers to common interview questions and prepare for an interview
- Learn about illegal interview questions and what to do if you are asked one

 Learn more at www.themuse.com/advice/interview-questions-and-answers


Behavioral Interview Questions

- Learn common methodologies to answer eight different categories of behavioral interview questions

 Learn more at biginterview.com/blog/behavioral-interview-questions/

See 30 Behavioral Interview Questions

- Explanation of behavioral based interviewing
- Gives examples of common behavioral based questions and coaches the best way to answer them

 Learn more at www.themuse.com/advice/30-behavioral-interview-questions-you-should-be-ready-to-answer

How to Prepare for a Behavioral Interview

- Common behavioral interview questions
- Tricky Behavioral Interview questions
- Explains S.T.A.R Method well and provides examples

 Learn more at www.glassdoor.com/blog/guide/how-to-prepare-for-a-behavioral-interview/

The Star Method

- Star stands for situation, task, action, and result
- This method's used to create well-rounded answers to behavioral based questions

 Learn more at www.themuse.com/advice/star-interview-method

VIDEO INTERVIEWING

Participating in video interviews is fast becoming an essential skill for job seekers.



How to Ace an Online Job Interview

- Neutral background
- Lighting is key
- Prioritize camera

 Get the details at www.wired.com/story/tips-for-online-job-interviews/


Top 10 Zoom Interview Tips For 2020 by Jeff Gillis

- Tips on how to create a professional and pleasing background for your Zoom call
- How to create the perfect surrounding environment for your interview
 - Limit distractions, outside noise, and keep notes on hand
- Use Zoom tools
 - Recordings, virtual backgrounds, muting tool, and others

 Learn more at theinterviewguys.com/zoom-interview-tips/

How to Nail a Skype Interview

Tips to help you prepare and perform your best in an online interview

 Learn more at www.forbes.com/sites/learnvest/2013/04/09/7-tips-to-nail-a-skype-interview/

More Resources for Better Interview and Meeting Spaces

- How to Ace Your Video Interview: vimeo.com/407789908
- Step-by-step guide how to improve your space: youtu.be/6NY8wWo_VBs
- How to Zoom Like a TV Producer: vimeo.com/402305355

LINKEDIN

LinkedIn is a powerful social tool for job seekers. Excel at LinkedIn and increase your chances of standing out.



31 LinkedIn Profile Tips

- Step by step guide about how to buff up your profile
- Custom URL
- Ideas to write a solid summary

 Learn more at www.themuse.com/advice/the-31-best-linkedin-profile-tips-for-job-seekers

22 Tips to Effectively Raise Your LinkedIn Profile

- Keep profile updated and relevant
- Choose a background photo

 Learn more at www.inc.com/larry-kim/22-top-tips-to-effectively-raise-your-profile-on-linkedin.html

How to Write a Killer LinkedIn Headline

- Do not use your job title and company
- Be specific
- Show personality

 Learn more at www.themuse.com/advice/how-to-write-a-killer-linkedin-headline

10 LinkedIn Profile Summaries We Love

- Explains why the summary is important
- Gives examples of various summaries


 Learn more at business.linkedin.com/talent-solutions/blog/linkedin-best-practices/2016/7-linkedin-profile-summaries-that-we-love-and-how-to-boost-your-own

OTHER RESOURCES

Unemployment

WorkOne Unemployment Self Service

- Create a New User Registration or sign in to a pre-existing Indiana unemployment insurance claimant account
- Find updates about unemployment insurance including:
 - U.S Department of Labor updates and alerts
 - COVID-19 related updates
 - Frequently asked questions
 - Reasons for delays
- Find helpful links and information including:
 - How to reset your username and password
 - Payment of benefits
 - Link to career support leading to the Indiana Career Ready Website

 Learn more at www.in.gov/dwd/

Indiana Department of Workforce Development

- The state of Indiana's resource page, in part devoted to job seekers, including:
 - The Job Seeker Roadmap for career planning and information about the Workforce Ready Grant
 - Resources for job seekers with military/veteran status, disabilities, and/or legal barriers
 - Information on the Labor Market, training opportunities, work-based learning, apprenticeship programs and more
 - A direct link to apply for jobs via the Indiana Career Connect page

 Learn more at www.indianacareerready.com

Indiana Career Connect

- Requires sign-in to a new or existing account to take full advantage of its offerings
- Search for jobs, build a resume and profile, and take advantage of (many free) online learning opportunities
- Jobs are posted directly to Indiana Career Connect by the organization or from other websites such as CareerBuilder.com. This job bank includes Indiana University jobs

 Learn more at www.indianacareerconnect.com

For questions please contact us at

IUPERS@IU.EDU

For more information, visit

hr.iu.edu/employment/job-search-prep.html



HUMAN RESOURCES