

## The FC2S Scholars' Guide to How to Land a Job

*the best advice in a nutshell*

### **Steven B., senior, secondary education, Bowling Green University, OH ~**

- Nobody has ever not been hired for being overdressed, so “Dress to Impress.”
- Never make grammatical mistakes in your correspondence with employers.
- Prepare an interview binder which contains: several copies of a resume, references, questions you would like to ask the employer (they are impressed when you ask them questions) and include samples of whatever work you have.
- Before the interview research your employer on the internet so when they ask you questions about yourself you can discuss how your set of skills can help the company with particular projects they are working on or areas of importance to their business. For example: *I know that you are working on a project to do such-and-such. I researched that in school and I know I would be able to help the team by bringing some good ideas to the table.*
- Think out all answers before you begin speaking and if you are nervous tell the interviewer because believe it or not at one time they were on your side of the table.
- Think of scenarios that your prospective employer may ask you to solve pertaining to their company. For example if you were applying at a food place and they asked you "If you saw a fellow coworker include extra food in a friends lunch bag without having them pay for it what would you do? It is often these types of questions that are the make it or break it questions with employers.
- After your interview send a thank you card to the interviewer simply stating "Thank you for the opportunity of being able to be interviewed by blah blah company. I appreciate your time." Not only does this show your strong character but it also puts your name in front of the employers' eyes again.

### **Monica M., senior, labor employment relations, Rutgers University, NJ ~**

- Finding and applying is the first step, so afterwards when you get that phone interview, prepare your butt off with research about the company, the people with whom you will be interviewing (it is always a pleasant surprise when they find out that you know where they went to school or where they previously worked) and so it gives you an edge over other candidates because you form an instant connection which other applicants may not have thought to do...so LinkedIn ([www.linkedin.com](http://www.linkedin.com)) is the way to go for this one :D
- Having your resume critiqued at career services is also a good idea; however, every recruiter is different and there is no "one template" so don't get hung up on changing everything. You may know best what recruiters will be looking for in your particular major and so tailoring your resume accordingly can take numerous visits to many people to get a consensus on what looks best where and why. Your resume will always be a work in progress, not a stagnant document that you just upload when applying to everything.
- Other advice...let's see... definitely heard this one a lot...learn your dining etiquette...you never know when you're in person office interview turns in to a lunch or dinner interview. It's impressive when they see groomed and sophisticated college students – yet another way to stand out from the crowd.

### **Sean D., graduate student, physician assistant, The George Washington University, Washington DC ~**

- Start months ahead of time; don't be discouraged when not receiving responses as it can take months to find a job.
- From my experience 80% of people get jobs through people they know, so network.
- Research your field to learn the buzzwords.
- Prepare for the particular type of interview skills you need such as behavior interviews (what would you do if ... solve this problem) vs. traditional interviews (what are your strengths and weaknesses etc.)
- Search online for jobs: [www.monster.com](http://www.monster.com), [www.careerbuilder.com](http://www.careerbuilder.com), [www.craigslist.com](http://www.craigslist.com), etc.
- Volunteer in your field!

**Isaiah W., senior, business administration, Morehouse College, GA ~**

Network!!! I would say for students to really have confidence in their ability to gain a job, to get involved as much as possible on campus, and to get to know their peers. You never know who you are sitting next to in class; one day they may be the next Bill Gates or Steve Jobs.

**Kim T., junior, business/accounting, Mt. Mercy College, IA ~**

- Best advice I can give - research the company before you go to interview.
- ALWAYS have a question to ask the hiring manager, it shows interest.
- From my time served on the interviewing group I can say that you should really always make situations into a positive experience when answering an interview question. I have sat through a lot of interviews where we have made our minds up after about the second question the interviewee has answered simply because they were very negative in their response (i.e., "I was right and the people that were working with me didn't know what they were talking about."). It really helps to show that you have grown from your previous experiences.
- Finally, make sure to proofread your resume, and have someone else proofread it as well. Also steer clear of using the resume wizard in Microsoft word; make yours different.

**Michael S., junior, business, University of Alaska Fairbanks ~**

- The way I have always gotten jobs has been consistency. I go and apply and then I revisit and call back often to make sure they know I am interested in being there. Managers would become familiar with my face and my character and sure enough they would call when they were ready for new employees.
- I would give advice to my colleagues by telling them to find a job they like to do, but if they don't like the job, I would encourage them to bring energy and personality into the job to make it their own. I get so frustrated when teens and adults take your order at a fast-food establishment in a monotone "I don't like it here" attitude. I feel like they aren't seizing the day and living life. They simply go through the motions and settle for less. If I had to have a job that I was settling for, I would keep the mindset that the job was temporary, but while I was there I would make it fun and worthwhile, not just a paycheck.

**Darron L., freshman, youth development studies, North Central University, MN ~**

- The advice I have for anybody is to do some research on the company they are applying for so that they can at least seem interested and knowledgeable about the place they want to look for and impress the interviewer.
- Also to really dress appropriately for the job in which they are applying for.
- Arrive early, bring a resume, and just be yourself. You're going to be nervous but be confident. Employers like this.
- Good personal hygiene is a must and always shave.
- Make sure you call a couple days after to thank them for your time or send a thank you note.

**Jasmine H., junior, criminal justice, Youngstown State University, OH ~**

- To get a job in the future, network with people in your college now.
- Get to know your professors because they may be your best reference.
- When you go in for an interview, dress one step higher than you would for the job.
- If you can, volunteer or work in the field now that you are looking to go into after school. For example: if you are looking to go into something that has to do with kids: try working at a day care or afterschool program.
- Make sure you go in knowing at least a little about the job you are trying to get; try to ask the interviewer questions (but not about how much is will you be paid or getting time off).
- Practice your interview before you attended the real one.
- Try to be 5 to 15 minutes early.
- Do not use words like um, like etc., and look the interviewer in the eyes while talking to him or her.
- Be prepared!

**That's it – the best advice in a nutshell, from your colleagues at Foster Care to Success.**