

La Quick Tips:

Always remember to use: Cents & Percents!

Own your CONFIDENCE in the room!

Use one of the two methods:

- STAR: Situation, Task, Action, Result
- SHARE: Situation, Hindrance, Action, Result and Evaluation

Type of Questions to Expect:

- Tell me about yourself
- Behavioral
- Leadership
- Financial
- Continuous Improvement

Social Media

Update/Review all Social Media Platforms
(ie: FB, IG, Twitter, LinkedIn, Etc.)

Networking Tips:

*Source: Forbes.com

Smile & Be Yourself

Learn how you can help each new connection.

Listen when you join a conversation, then show you were listening.

Go with an agenda and try to make a new friend.

Research attendees and come prepared with questions.

Build genuine personal connections

Questions to ask in an Interview:

*Source: Glassdoor.com

- What do the day-to-day responsibilities of the role look like?
- What are the company's values?
- What characteristics do you look for in employees in order to represent those values?
- What does success look like in this position, and how do you measure it?
- Are there opportunities for professional development? If so, what do those look like?
- Who will I be working most closely with?
- What do you see as the most challenging aspect of this job?
- Is there anything about my background or resume that makes you question whether I am a good fit for this role?

Resume Tips:

*Source: Glassdoor.com

- Think of your resume as a marketing tool
- Tailor your resume to each new job
- Curate a sleek, uncluttered design
- Incorporate major keywords
- Highlight your accomplishments rather than your responsibilities
- Use proactive action verbs
- Proofread several times

Dress for Success:

- Research the Company
- Know the dress culture
- Black or Blue Suit - Ironed
- Jewelry: Men - minimum jewelry (i.e. watch and/or wedding band; Women: Studs or Pearls)
- Well Groomed
- If wearing make-up, simple is best
- No loud smelling perfume or cologne

