Finding a job is just one of those things that we have to do spread our wings, so here are some tips but the greatest of all is to visit Career Services and get a jump on the ball. — M McK

**INTERVIEWS**

Here are the top 10 questions you’re most likely to be asked in a job interview:

1. Tell me about yourself.
2. What interests you about this position? (Or why do you want to work for us?)
3. What do you know about our company so far?
4. Why did you leave your last job? (Or why are you thinking about leaving your current job?)
5. Tell me about your experience at ___ (Fill in past job.)
6. What experience do you have doing ____? (Fill in each of the major responsibilities of the job.)
7. Tell me about your strengths.
8. Tell me about a time when… (Fill in with situations relevant to the position. For instance: Tell me about when you had to take initiative … you had to deal with a difficult customer … you had to respond to a crisis … you had to give difficult feedback to an employee … You get the idea.)
9. What salary range are you looking for?
10. What questions do you have for me?

**References**

Ask people in advance if they will be a positive reference for you. **Do not include family members. Include your references’ business contact information.**

**Wardrobe**

First impressions are very important, so if you are not sure what to wear, call and ask what is appropriate. A rule of thumb is to always wear a step above the employees’ regular wardrobe. You want to look nice, conservative, clean cut and professional. You can’t go wrong in a suit. — Source: WIU Career Services

TIP: Once you have your cover letter, resume and references compiled, **save them as a pdf file.** That way there won’t be any formatting errors when employers open the files.

Minority Health Fair: April 4, 10-2 pm, @ Multicultural Center

Stall Talk is brought to you by Beu Health Center Graduate Assistant Molly McKeogh and Students T.A.L.K. peer educators. For more information, call 298-3225. For more health info, visit beu.wiu.edu. For adaptive format see Disability Resource Center.

WIU’s Career Services
Memorial Hall 125, (309) 298-1838

The Career Services on campus is staffed with professionals whose job it is to help you prepared for finding a job and life after college! They offer a ton of services related to career development, such as finding your perfect fit for a job, utilizing social networking, or figuring out which skills you can bring to a company. Take Advantage!

- Resume, Cover Letter, and Reference Page Assistance
- Job and Internship Listings and Searching Techniques
- On-Campus Career Fairs and On-Campus Employer Recruiting
- Mock Interviewing
- University 390 Pre-Employment Preparation Class
- Group Presentations and Workshops

For more info, cruise their website: wiu.edu/careers

**Follow Up**

Following up with a hand written thank you note and an email is **crucial!** After you apply through a website, **send a personal email to the potential interviewer.** And thank the employers who did interview you for their time and consideration.

**Resumes**

There is no one-way to write a resume so create a document that fits your needs and the requirements of the job that you are seeking. Some thoughts to consider:

- Include any relevant experience that you may have as it pertains to the position to which you are applying. A lot of skills are transferable between different jobs.
- Try to target your resume to the type of jobs you are seeking.
- Look at the resume from the "readers" point of view rather than the "writers" point of view.
- Be thorough and detailed but try to be brief. Employers are looking at a lot of resumes and it is a lot to read.

**Be proud of your accomplishments! You have to sell yourself and be your own biggest advocate!!**

**Internet Search Yourself**

98% of college students have Facebook. In other words, everyone has an internet footprint. **What does yours say about you? Would you hire that person?**

**Cover Letters**

When writing a cover letter, ask yourself and answer these four questions:

- What type of job/position are you seeking?
- How did you find out about the job/position opening?
- What qualifies you for the job/position that you are inquiring about?
- When are you available for a personal interview?

You want to convey your interest in the position. Be succinct (avoid flowery language). Be specific to the job you are applying for (look at the position description for the skills and qualifications they want). Quadruple proof read! (There should be no typos).

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