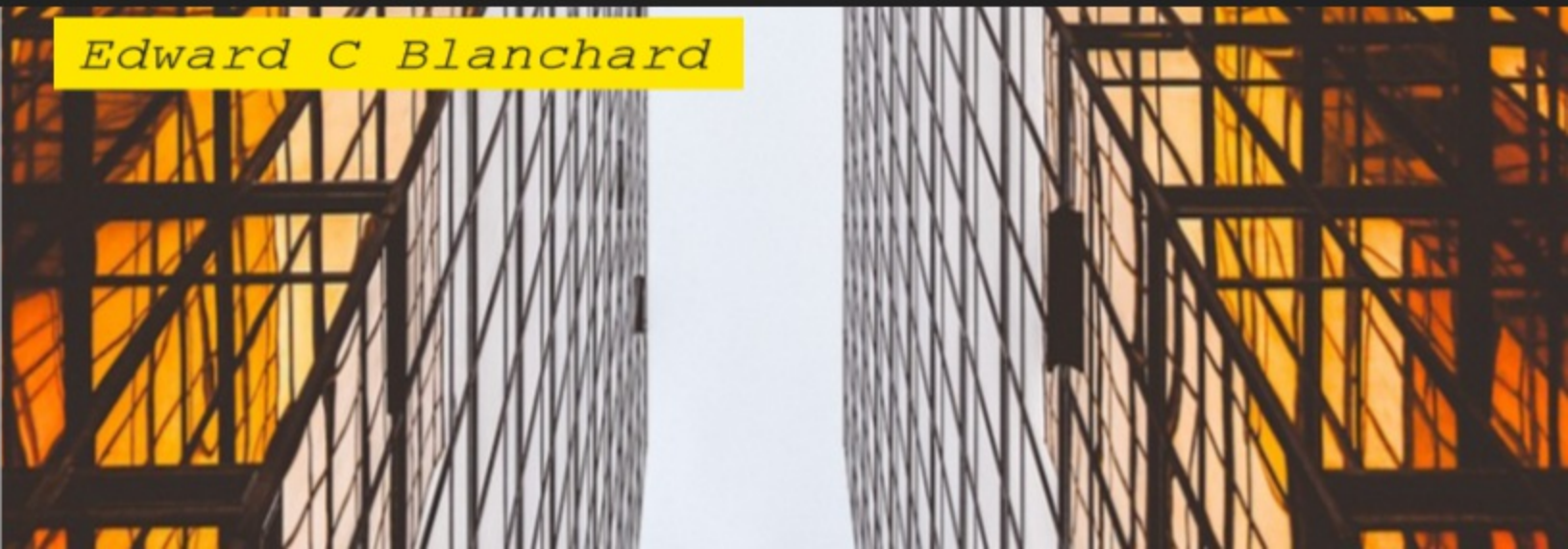




Get That JOB!

A series of useful insights to help you find and nail your interview

Edward C Blanchard



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**Beat The Crowd
With Winning Cover
Letters**

Beat The Crowd With Winning Cover Letters

Far too many people underestimate the importance of resume cover letters. In a sense, a well written cover letter works like an agent on your behalf. It tosses a sales pitch for you to the employer, explaining why you should be at the top of the list for interview calls. Taking the time to write a cover letter tells the employer you are willing to go above and beyond; not just simply slap a resume in an envelope and mail it.

Not All Resume Cover Letters Are Created Equal

No two resume cover letters should ever be the same; each one should be uniquely tailored to the job for which you are applying. A generic cover letter is insulting to an employer and will quickly find its way into the trashcan. When writing cover letters keep the following tips in mind:

Address resume cover letters to an actual entity, not just a generic "To Whom it May Concern" or "Personnel Director." If you are not sure who to address, find out and then make sure you spell their name correctly. Do not just assume.

State who referred you or how you found out about the job opening. "Linda McCain mentioned that you might be hiring a new computer programmer soon." or "I learned about your opening for a Sales Associate from your posting in the San Francisco Sun and would like to discuss a few ways I can contribute to your team."

Resume cover letters should discuss how you can help the employer, not about why you need the job. The employer has posted a job opening because they need that position filled and they need the best candidate to fill it. Convince them why you are that person.

Make Yourself Stand Out from the Crowd

Demonstrate you know something about who the employer is and what they do. If you don't know anything about the company, find out what products or services the company offers, their competitors; any recent or upcoming changes. Employers will be impressed with your knowledge, especially if their company services a specialty niche that isn't well known.

Do not discuss salary requirements in resume cover letters. If the job posting requests that you respond with salary information, simply state in your cover letter "I would be pleased to discuss my salary history in an interview." Then quickly move on to what you can offer them in terms of your talent and skills.

Give an exact date when you will follow-up to discuss an interview. Don't depend on the employer to follow-up with you.

Keep it Short and to the Point

Do not say 'enclosed please find my resume.' This wastes valuable space in resume cover letters you can devote to highlighting why you are perfect for the job.

State what you need to, but don't draw it out. Keep resume cover letters to one page, preferably about four short paragraphs.

Neatness Counts

Beat The Crowd With Winning Cover Letters

Proofread your resume cover letters and then ask someone else to proofread as well. Don't eliminate yourself from the candidates called for an interview because of a simple typo or mis-spelled word. Don't rely on your computer's spell check. It does not always catch everything.

Make sure your letter is neat. If at all possible, spend a little extra and print it on nice, professional paper. Make sure there are no wrinkles, folds or smudges.

Following a few simple rules can help your resume cover letters stand out from all the rest and get you in the door for an interview and on your way to that great new job!

3 Tips For Writing A Great Resume

3 Tips For Writing A Great Resume

In most job interview situations, your resume will provide your potential employer with his or her first impression of you. If your resume makes a good first impression, you will move on to the next step in the hiring process. If not, your resume will likely be filed and you will never have the opportunity to progress to an actual interview. For this reason, it is essential that you take the time to create a resume that will make the first impression you need it to make.

Stay Clear and Concise

Before you even start writing your resume, you need to be clear on what your objectives are. This means having a solid idea of the type of job that you want and the types of skills needed to obtain that job. By having a clear idea of the job you are hoping to get, you can structure the rest of your resume around this objective.

When actually creating your resume, be clear about your objectives as well as the talents you can offer to the company. Don't go into a great amount of detail about these talents - you can do that at your interview. Rather, provide the potential employer with a brief overview. Creating bulleted lists with short sentences is generally the best way to go. Remember, your potential employer will be scanning over dozens of resumes. Make it easy for him or her to read the highlights of what you offer to the company.

Use Action Words

Your resume should also contain action words such as monitored, managed, prepared, and developed. Not only will this help your resume stand out, it will also make it more likely to be picked out by the computerized resume scanners many companies are now using. With these scanners, the hiring manager inputs certain words that relate to the position and the computer searches for these words on the resume. If there are no matches, your resume will be overlooked.

Do Your Homework

You may very well have a number of skills and talents, but not all of them are necessarily valuable to the company. Do your homework so you are aware of what the company does and what it is looking for in the person it is hiring. Be sure to highlight these strengths in your resume in order to match the needs of the company.

By following these simple tips, you will be more likely to get an interview. From here, it is up to you to "sell" yourself to a potential employer.

Resume - A Showcase Of Your Skills

Resume - A Showcase Of Your Skills

A resume is the first and the most important step in the process of job seeking. A resume consists of a brief account of your qualifications and experience. It basically showcases your skills and experience. The whole idea of a resume is to put you in such a light that the prospective employer finds you perfect for the job.

A resume should contain personal details such as name, address, telephone number, email ID and date of birth. Educational details are next. An important thing you should keep in mind is to start from the latest information and then move backwards. Start from your recent education and mention the subjects studied at your college, school, courses, etc. Similarly, start from the latest job responsibilities you are holding. Mention your job profile and what all you learned at the job instead of simply mentioning the job-title and employer. It is not necessary to write exact dates, a simple mention of months and years is sufficient. There are various formats you can work with.

The chronological format includes a job-by-job listing of your experience. It proves effective for the people who have careers moving in the upward direction. Another format is the functional format in which you highlight key skills and knowledge. It widens the scope of people who have been changing jobs often, as they can talk about responsibilities, projects and skills learnt from each job. Then you can also use a combination of the chronological and functional formats. Such a resume will mention the job-by-job experience alongside accomplishments at each job.

There are certain factors you must keep in mind while formulating your resume. The resume should not ideally go beyond more than 2 pages. Try to keep the information as precise as possible. If you have some 30 years of experience, it is not necessary to enlist all of it. The details of the last 10 years of your career will suffice and the rest of the information should be provided in a very concise manner. Use more of action verbs such as: supervised, organized, learned, contributed, etc. The freshers in the industry can highlight their responsibilities at the college/school level. Mention the extra-curricular activities that you have taken part in. You must also mention your achievements. Be careful to tailor make your CV according to demands of the employer. Use an Arial or Times New Roman font; do not go for very decorative fonts. Do write about the skills pertinent to the job, making you fit the brief perfectly. List out five or six key attributes the employers are looking for and prepare your resume accordingly.

It is important to format your resume since you are being judged by the way your resume looks. You can choose to exclude certain details such as hobbies if they are totally unrelated to your profession. However, if you are applying for a Public Relations job and your hobby is making friends, then it is sensible to include it. Do not give reasons for leaving your current job as it has a negative impact. Leave such tough questions for the interview. It is advisable to inform your references beforehand and hand over a copy of your resume to them. Last but not the least; keep updating your resume regularly.

Jobs Avoid These 10 Resume Mistakes

Jobs Avoid These 10 Resume Mistakes

Whether you've been downsized, are looking for a career change or are just starting out, your resume speaks volumes about you. If your resume doesn't make it past the first cut, you're doomed; no matter how qualified you are. Below are ten common mistakes to avoid when putting your resume together. Remember, you only get one chance to make a good first impression.

1. Multiple pages - You need to be concise. Keep it to one page and one page only. If you can't highlight your talents on one page, you're giving the message that you are unorganized and tend to go on and on.
2. Fancy paper - If your skills don't speak for themselves, then your fancy paper isn't going to make a bit of difference.
3. Fancy font - Same as above. Don't try to set yourself apart with a different font on your resume. Set yourself apart by being uniquely qualified.
4. Irrelevant info - No one really cares that you were a singing waiter if you're applying for an accountant job.
5. Outdated information - Does it matter that you had a newspaper route and were on the high school cheerleading squad 24 years ago? No, not in the least. Leave it off.
6. Typos and misspellings - You would think this is an obvious one, but you'd be amazed at the number of resumes received with big blaring mistakes.
7. Falsified information - Greatly elaborated credentials are the same as lies. Do not list diplomas, certifications, affiliations or awards that you did not earn. Just don't do it. It'll come back to bite you in the butt.
8. Attachments - At the resume stage do not send any attachments, whatsoever. If you are granted an interview, at that time you could bring in whatever it is you're so hot to get into the selecting official's hands. The person accepting the resumes will likely just throw it in the round file.
9. Elaborating too much - Place of employment, job title and brief, very brief description of job responsibilities are all you need. Don't complete a whole paragraph for each job you've held.
10. No cover letter - Writing a good cover letter is a bit of an art. However, any cover letter is better than none. Just keep the same principles in mind with your letter: Brevity, relevant and free from typos.

If you can avoid these simple ten resume mistakes, you're more than half way there to getting an interview. Once you have your foot in the door you can really shine for the boss. If you don't make it past the first cut, due to any of the above fatal mistakes, your beautiful resume will be used to wipe up coffee spills or will be added to the recycle pile! Don't let that happen to you.

What Good Is a Resume, Really?

What Good Is a Resume, Really?

I find that most people are convinced that a resume is a necessary part of the job search, especially if an employer says so. Tain't necessarily so!

Often an employer wants a resume because they don't really know what the job entails. They want a recital of what the job seeker knows or doesn't know about the job in question, without factoring in the personal about a real, live human being! The resume gives both parties something to go on, at least on paper.

If the resume doesn't meet the elemental needs of the employer, it gets tossed!

So, what good is a resume? It is good to get the job seekers skills, education and experience in a format that is condensed, thus making it a longer version of a "calling card".

Where the resume falls down as a great way to get a job is that it gives away all of your assets, before you have done your research about the company and the job. It's almost like having a winning poker hand, but giving away your possible win, by betting in haste.

Often, it is a better strategy in the job search, to ask if you can present the resume during the interview, or to write an inquiry letter to get you in the door and a possible interview.

Resumes are dead trees, in my opinion. ALWAYS, the best strategy is to use a personal avenue to get to see the employer in person, then leave the resume behind. Ask, if you can do that! Better that, than to send one in that gets to the bottom of that file 13.

Choosing the Right Work Environment

Choosing the Right Work Environment

Looking for a job can be a scary process. We're very focused on saying the right thing, presenting our credentials, convincing the interviewers that we're the right person for the job. But sometimes it's important to take a step back and look at the environment we're trying to enter.

Take a look at the employees. Are they interacting in a positive way? Do they look happy, content? Or do you see a lot of stressed out faces? When you have to interact with employees before or after your job interviews, is it easy? Or does it seem difficult to relate?

Does the environment have the quiet buzz of activity, or is it deathly quiet? On the flip side, do you hear radios playing? You may be comfortable with that, or you may be someone whose concentration is disturbed by that type of background noise.

Look at the make-up of the employees. If you live in a racially and ethnically diverse area, does the employee population reflect that? Is there a large proportion of women and minorities in positions of authority? Or is the upper echelon of the company primarily white and male? Even if you are a white male, you might want to question that; a company structure that doesn't reflect today's social values of diversity and opportunity could be a very conservative, strict environment without a lot of upward mobility.

What about the age range of the employees? Do they range from high school age to retirement age? If you don't see a lot of older people, you may be looking at an ordinary make-up for, say, a high-tech industry, or you may be looking at age discrimination.

It's ordinarily not a good idea to be quizzing prospective employers about pay and benefits during your first interview; but before you sign on the dotted line, you need to know what those are, and you need to make sure they're adequate for your needs. Figure out what your expenses are, and make sure your basic pay - without any promised overtime pay or bonuses - covers those expenses. Don't forget to cover a savings plan, entertainment, and some long-term financial goals. If you're working full time, there's no reason you should have to live like a monk.

Does the company have a written policy of periodic evaluation and raises? If not, it may be extraordinarily hard to earn more income there.

Certain benefits, like health insurance or HMO coverage, are getting scarcer; even companies who continue to supply health care coverage for their employees are requiring larger co-pays or cutting back on coverage. If that's the case, make sure you can afford the co-pay, or, if there's no available insurance, make sure your base salary can at least cover an individual policy offering catastrophic coverage.

One great company benefit is an education reimbursement for college and business classes. This could very well signify a company that offers opportunity for advancement. If you're hired, take advantage of this benefit; it could be the best thing you could do for your career.

Choosing the Right Work Environment

Whether you're applying for a full time or part time job, it's important to find out whether the company hires part time help, and how they treat their help. Do they prorate benefits for part time people? Do they offer definite work schedules for part time people, or do they offer part timers twenty hours a week, but expect them to be available for forty? Not respecting the needs of part timers is a red flag; this kind of insensitivity ultimately impacts every employee in one way or another.

Keep your eyes open! Making the right decision about a company environment can mean the difference between an enjoyable work day and a miserable one; if you don't manage to read the tea leaves, you'll probably end up - looking for another job. Remember, employers are looking at you as closely as you are looking at them, to see if you are the right person for their company.

5 Creative Ways To Find A Job

5 Creative Ways To Find A Job

Ok, you have posted to every internet job board and every job on Monster, CareerBuilder, and HotJobs. You've followed up with calls and networked until you are blue in the face. Each Sunday you take the newspaper and apply for every job in your field with little to no results. Well try some unique ways to find a job.

Send Half of Your Resume

Find a company you want to work. Write a great cover letter on why you are a good fit, pointing to the enclosed resume. Don't seal the envelope and don't enclose a resume. They'll think the resume fell out in the mail. They will call and engage in a conversation. Sell yourself shamelessly.

Write A Prospecting Letter

Make use of the power of direct mail. Locate 5-10 companies. Write up a letter to your contact network and ask them if they know anyone who works at any of the companies on your list. When a contact says they know someone on your list, send them your resume and ask them to forward it their contact or ask permission to send it yourself.

E-Mail Chain Letter

Create a list of 20 companies you want to work for and send an email to everyone you know to see if they know anyone who works at these companies. Ask them to contact you if they do, so that you can ask for a referral. Finally, ask them to forward your email to 10 more people. However don't do this if you're currently employed!

Distribute A Booklet

Write a booklet with information relevant to your industry and give it away. Everyone loves free information and this demonstrates your expertise. Give the booklet away electronically and advertise it to newsgroups where hiring managers will see it.

Call Human Resources

Sounds crazy, right? Call the human resources department. Ask them what outside agency or third-party recruiting firm they use. They will ask you why do you want to know. Tell them that their company is not currently looking for someone with your skill set right now the agency may be dealing with other firms, so you are looking for a recommendation. They may very well ask you for an interview. If not at least you do get a lead. They would love to save the agency fees. Also being recommended gives you special attention. Send them a thank you note.

These are guerilla tactics that can give you better results.

**Effective
Communication
Skills For The Job
Interview**

Effective Communication Skills For The Job Interview

One of the areas that an employer is looking at on the job interview are your communication skills. Many people will go into a job interview and say to the employer, "I have excellent communication skills." But, if your interview suggests otherwise, then you're just blowing hot air.

The interview gives you an opportunity to show off your communication skills. Communicating is more than just talking someone to death or listening to yourself talk. Communicating is a two part process. In an interview situation, you have to use active listening.

Active listening basically means paying attention to what the other person is saying. Many people practice lazy listening. This is where you are not paying attention to the person speaking and you're busy thinking about other things or what you're going to say.

When the interviewer asks you a question, you can start off your answer by restating the question. This gives you extra time to form your answer.

For example, the interviewer asks, "How would your former employer describe you?"

Your answer would start off as, "My former employer would describe me as..."

When answering a question, keep your answers short and to the point. If you're telling a story, keep it simple. The interviewer doesn't need to know the life history of the people in the story. Don't use slang or a bunch of um's and uh's. Remember, you are trying to demonstrate to the interviewer that you have excellent communication skills. When you use um's and uh's throughout your answers, it signals to the interviewer that you aren't sure of your answers or you don't have excellent communication skills.

Practice your answers before the interview. You can't know every question that he or she will ask you, but with practice, you'll be more prepared than most people.

Preparing for a Job Interview: A Life Changing Experience

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Whether it is your first job after graduation or a well-considered career move, you always need to be well prepared for the interview. Ensure that your resume is well written. To stand out from the crowd, a professionally written resume is a wise investment. A well-written resume and cover letter will ensure that you are called for a job interview. The process of interviews intimidates many, but you should look at it as a discussion to determine if you are suitable for the job and if this company is right for you. Keep in mind that being well prepared for an interview is as important as the interview itself.

From the first contact, you make with your prospective employer you will be assessed as a prospective employee. You will be evaluated on your level of professionalism, language, and interest in the position.

Do Not Leave Anything to Chance

Most people find the preparation for the interview more stressful than the interview itself. Your preparation for the interview should not leave anything to chance, as you can be sure, neither will your prospective employer. You should have a specific plan of action:

- *Prior to the interview, do some online research so you know as much as possible about the company and its corporate objective and mission. Make sure your responses at the interview are a good fit for the company.

- *Be sure of the interview format: what do you need to bring with you; whether you will be required to make a presentation, and how long the interview is likely to last.

- *You should be dressed appropriately for the occasion - neatly and professionally.

- *Check out the time required to reach the venue of the interview, and plan to reach at least 10 to 15 minutes early.

- *Rehearse your answers to possible questions.

- *Act with poise and be relaxed.

- *Always carry extra copies of your resume, in case the interview panel needs a copy.

- *Prepare your own set of questions to ask the employer.

- *Be well prepared to answer how your experience, education and skills will be an asset to the position you have applied for.

When answering questions, be specific but succinct - try to not respond with long, drawn out answers. Your complete demeanor should reflect your confidence. Neatly fill out the application form. Greet everyone with a firm handshake, and wait to be invited to sit before taking a chair. Do not slouch in the chair and sit up. When talking, smile and always maintain eye contact. Know all your interviewers by name and address them appropriately.

Post Interview Actions

Preparing for a Job Interview: A Life Changing Experience

Once the interview is over, thank everyone present and comment about enjoying being there and your continued interest in being considered for the position. It is crucial that you follow-up with a thank you letter that is short and brief. It should reiterate no more than 3 of your strongest skills that you can offer the employer. Do call the employer and do not email the employer unless you have express permission to do so. This will convey your interest for the job, and will demonstrate your follow up skills and enthusiasm for the job.

The impression you have left, your confidence, poise and posture, along with your knowledge on the subject will be an opening for a follow up interview.

How to Sell Yourself Like a Product

How to Sell Yourself Like a Product

Interviewing for a job is in many ways comparable to a sales person making a sale. If you were a sales person and were about to sell a product to a customer you would do some homework or research so that you could convince your customers that your product was the best product on the market to fill their needs.

If you think of this scenario and apply it to the job interview process you will find that it is a powerful tool to use for your interview preparation. What do you have to offer (as a product), to the customer (the employer)? What do you have that will fill their needs (the requirements of the job)? What can you bring that is unique or added value to the position/company? (that sets you apart from the pack)?

Let's begin with 'what you have to offer.' Think of ways to present your key qualities throughout the interview. An example of this technique is when interviewing for a position that requires 'strong organizational skills.' You will want to let the interviewer know you are not only organized, but that your organizational skills have made a significant difference in your performance. If you can give an example of a particular event that you organized and how your organizational skills made a difference in a past job you will make an even stronger sell. Anyone can say that they have 'strong organizational skills,' but not everyone can give specific examples of a time when they had a success using those skills. Don't tell them -- sell them - with proof of a past experience or success.

Next, begin to think about what the employer's needs are and how your product can fill those needs. You can accomplish this by studying the job description or posting. Read through the posting or job description once for content. Then, read it a second time for specific words that are emphasized. There will be specific words used according to the job or industry that you are applying for. Make a list of these words to use as 'key factors' needed. Now, return to the job posting and read it once more. This time read 'between the lines.' What would it take to do this job? If for instance, there is a statement such as, 'Position will require frequent collaboration and interaction on all levels of staff and management,' you can gather that 'strong interpersonal' and 'communication' skills will be needed to do this job. By making a list of 'key requirements' you can match them against what you have to offer.

The last factor to prepare for your sale is to let the employer know that you have the ability to 'fit in.' and be a 'team player.' The interviewer will not only be looking to see if you can do the job, but they will also be checking to see if you will be a good addition to the team. Don't dismiss your personal traits in your sales 'pitch' preparation. Identify skills that make you unique such as 'interpersonal skills,' 'attitude,' and 'willingness to do whatever it takes to get the job done.' These skills could make the difference between yourself and an equally qualified candidate getting the job offer.

How to Sell Yourself Like a Product

When you take the time to prepare for the sale of the product -- YOU -- you will have a better chance of convincing the customer or buyer that you are just what they are looking for. By the time you leave the interview the interviewer should have a strong sense of what you have to offer and why they should hire you -- why you are the best person for the job to fill their needs.

How to Ensure Your Resume is Read by Recruiters

How to Ensure Your Resume is Read by Recruiters

Even the most qualified candidates with the strongest qualifications sometimes get bypassed by recruiters when they are looking to fill an open position. Why is this? Don't recruiters want to interview and hire and the best of the best?

The answer to this question is, of course, yes! Recruiters are reviewing the resumes of submitted candidates to determine which individuals appear, on paper, to be a potential match for the position. But considering that a recruiter may get dozens, if not hundreds, of resumes for a single job opening, there is little time to carefully dig through each individual resume to see if a candidate has the "special something" the employer is seeking.

As disappointing as this fact is for many job seekers, most recruiters will decide the fate of your resume in less than 15 seconds. If a recruiter cannot match your qualifications to that of the open position in that time frame, your resume is headed to the "File for Future Reference" stack, otherwise known as the Black Hole of Resumes. This means that you need to sell yourself very quickly and capture the recruiter's attention from the start.

So what do you need to do to stand out in the crowd? First off, your resume needs to be results-oriented and concise, and quickly summarize your qualifications for the target position. Grab the reader's attention with strong selling points at the very top of your resume on why your accomplishments, skills, and experience match the position you are seeking. Doing research on the company at which you are applying and the specific open position will provide you with the information you need to ensure you are focusing in on the right skill areas.

The next step is to demonstrate the value you will contribute to the company. Recruiters are going to be looking for ways in which you will be an asset to the company. An easy way to ensure that your resume gets a more thorough review is to specifically address this topic in a summary of qualifications at the top of your resume. Don't leave it up to the recruiter to deduce how (and if) you will be an asset - tell them directly!

Finally, with so many incoming resumes for a single position, recruiters are eager to reject and screen out individuals down to a more manageable level. Any little mistake or error of judgment may be enough to disqualify you before your qualification summary is even reviewed.

To ensure that your resume is even more than just a cursory glance, avoid the following top recruiter pet peeves:

Spelling errors and typos

Poor grammar / Failure to use proper English

Missing or inaccurate contact information

Missing or inaccurate dates of employment

Poor or distracting resume formatting

Use of unusual resume paper such as bright colors or patterned paper. Scented paper is also a no-no.

How to Ensure Your Resume is Read by Recruiters

Position accomplishments read more like a company-developed formal job description than an outline of your skills, key outcomes, and results. Recruiters don't want to know what your employer says someone in your position should be doing - they want to know what you actually do!

Long, tedious resumes - more than 1 page for new graduates or inexperienced professional, more than 2-3 pages for experienced professionals

Grossly unqualified candidates

And last, but not least:

Inclusion of personal information that is unrelated to the job. Recruiters don't want to know about your family life, your religion, your extracurricular activities, your weight and height, or anything else that does not directly qualify you for the position. Never attach your picture to your resume!

Common Job Interview Questions And Answers

Common Job Interview Questions And Answers

In preparing for a job interview it is important to list and plan your answers ahead of time so that you don't panic when the time comes. Jotting down some of the possible questions and then figuring out the best answer for each will help to boost your confidence.

There are ten interview questions that often times are the downfall of job seekers, especially if they are caught off guard. These top ten questions are ideal to be used when practicing for a job interview. The top ten questions are:

What are your weaknesses?

The best way to answer this question is to minimize your weakness and emphasize on your strengths. Mention professional traits that you deem as your weakness rather than concentrating on negative personal qualities. Likewise, it would be best to mention that you are doing something to improve yourself professionally in order to correct your weakness.

Why should we hire you?

This is another overwhelming question which can make any interviewee panic. An ideal way to handle this question is to start with summarizing your working experiences which may be important to the company. Remember be confident and show that you really are looking forward to becoming a part of the company.

Why do you want to work in our company?

The purpose of the interviewer for asking such a question is to make certain that you as the applicant are really interested in the job and not just simply applying because there is a job opening. As an applicant you have to convince the interviewer that you are serious and very much interested in the job you are applying for.

What are your goals? Or where do you see yourself five years from now?

It is better to answer this question with reference to short-term and intermediate goals rather than talking about some distant future. It is also advised to involve the company in discussing your professional goals. For instance, say that you see yourself as becoming a part of the company and helping it in achieving its goals and missions. Most interviewers asked this type of question to gain insight on the real motive of an applicant since there are some applicants who will just make a company their training ground and then after they have gained some experience leave to search for another job.

Why did you leave or why are you leaving your current job?

Common Job Interview Questions And Answers

This is another question used to weigh the professionalism as well as the ability of an applicant to stay on a job. As an applicant it is not nice to say anything negative about your current or previous employer since it may reflect a badly on you. This will also create a "big question" in the mind of the interviewer why you are making such discriminatory remarks regarding your previous job. To prevent falling into this trap just say that you are looking for additional opportunities to enhance further your professional knowledge.

When were you most satisfied in your job?

Again, be very careful in answering this type of question since this will reflect a lot about you as a potential employee. A not so convincing answer may cause you to lose the chance of getting that job you want. Try to answer this question without any prejudice to your previous job, and concentrate more on discussing things that motivate you professionally. This will create the impression that you are a good employee since you refrain from creating any bad remarks regarding you previous job plus this will provide your future employer with ideas on how to motivate their employees.

What can you do for us that other candidates cannot offer?

Some applicants usually go blank when asked this question for fear that they may answer inadequately. Be confident and concentrate on discussing your positive traits and work qualifications that you deem as important and relevant to the job you are applying for.

What three positive things would your last boss say about you?

Simply tell them of your positive traits both as a person and as an employee which are noticed not only by your previous employer but likewise by your co-employees. Think of positive remarks that your previous boss may have told you and read through any performance related assessments you may have had for inspiration.

How much salary are you seeking? Or how much salary are you expecting?

When an interviewer asks you your salary requirements, it usually means they like you and considering hiring you to become a part of their company.

Some employers would even ask your salary history from your previous jobs. This will provide them with an idea of how much you would consider asking from them. A safe way of answering such a question is to ask for a salary that is similar or close to what you is previously receiving. Or simply tell them that you are willing to receive any amount that is rightfully commensurate to the position or the job you're applying for.

If you were an animal, what can of animal would you be?

This question is geared more on knowing the personality that you have. Try to think of animals that are not harmful but rather exhibits good qualities that match with the type of position you are applying for.

5 Important Details Developing Rapport

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Let us take a peak at the basics of developing rapport with others.

In a nutshell, what it takes is to ask questions, have a positive, open attitude, encourage an open exchange of communications (both verbal and unspoken), listen to verbal and unspoken communications and share positive feedback.

Here are important details on each step:

1. Ask Questions

Building rapport is similar to interviewing someone for a job opening or it can be like a reporter seeking information for an article.

Relax and get to know the other person with a goal of finding common ground or things of interest. You can begin by simply commenting on the other person's choice of attire, if in person, or about their computer, if online, and following up with related questions.

For example, in person, you could compliment the other person on their color choice and or maybe a pin, ring or other piece of jewelry and ask where it came from.

In online communications, you could compliment the other person's font, smile faces or whatever they use, mention that the communication style seems relaxed and ask if he or she writes a lot.

Then basically follow up, steering clear of topics that could entice or cause arguing, while gradually leading the person to common ground you'd like to discuss.

2. Attitude

Have a positive attitude and leave social labels at home (or in a drawer, if you're at home). Many people can tell instantly if you have a negative attitude or if you feel superior. So treat other people as you would like to be treated. And give each person a chance.

3. Open Exchange

Do encourage others to share with you. Some people are shy, scared or inexperienced in communicating and welcome an opportunity to share. So both with body language and verbal communication invite an exchange. Face the other person with your arms open, eyes looking into theirs gently (not glaring or staring), and encourage a conversation with a warm smile.

4. Listen

Be an active listener. Don't focus your thoughts on what YOU will say next. Listen to what the other person is saying and take your clues from there, while also noting the body language.

5 Important Details Developing Rapport

For example, if the other person folds his arms and sounds upset, you may need to change the subject or let him have some space and distance; maybe even try approaching him later on and excusing yourself to go make a phone call (of head to the buffet table or somewhere to escape).

On the other hand, if the other person is leaning towards you, following your every word and communicating with you as if you were old friends, BINGO. Youve built rapport!

5. Share People like compliments

So hand them out freely without over doing it. Leaving a nice part of yourself like a compliment is a good memory for the other person to recall - numerous times. Thats good rapport. But do be sincere! False compliments arent easily disguised.

How Not to Obsess after a Job Interview

How Not to Obsess after a Job Interview

The interview is over and you can't help but sigh with relief. You made it through and it wasn't as bad as you thought it would (or maybe it was, but hey it was a good experience). Now, you might think you are in the clear and all you have to do is wait. While it is true that waiting is the next step, it is not that easy. Some even find it more difficult between the time the interview has been completed to the time they hear back from the company on whether or not they received the position.

Unless you discover that you have given the interviewer misinformation, don't continue to go over your answers again and again. If you look for flaws you will find them. It is unnecessary torture. Keep yourself busy and if you are on a serious job hunt, continue with your search and put the interview on the back burner until you hear back. If you did provide wrong information that would be crucial to a decision you may want to consider following up to correct the wrong depending on what it was. If it was for a driving job and they asked if you have had any speeding tickets in the past three years and you said yes but later discovered it happened four years ago - definitely call. If on the other hand, you were quoting sales results and underestimated the number of sales you made; it would probably be best left as it was.

Keep yourself busy as you wait for an answer from your interview. And if it happens that you didn't get the job use it as a learning experience. If there were questions you wished you would have answered differently at least you know that now for the next interview you attend.

