

# *Merchandising Your Job Talents*



**JOB  
SERVICE  
North Dakota** 

*Your Workforce Connection*



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## Merchandising Your Job Talents

You need a job or are looking for a new position. You feel that somewhere, some employer has precisely the job you want – one that fully utilizes your knowledge and abilities, and provides challenges and opportunities for advancement.

To find that job, you need to carry out a well-planned job search. You have a product to sell—your knowledge, skills, and experience. What you need to know is how to market it most effectively. Whether you are just out of school and ready to start your career or looking for a new position, some of the techniques presented in this pamphlet may help you. It offers suggestions on:

- Where you can find out more about the kinds of jobs for which you are qualified.
- How to present your background in a resumé that will convince an employer that you are the person for the job.
- How to write a letter of application that catches an employer's interest.
- Where to go for information on job opportunities in your field.
- How to present your qualifications to the best advantage in a job interview. It also offers tips on planning your time, taking tests, and learning from your job interviews.

Finally, your job search success will depend on your attitude and enthusiasm. Give yourself credit for the good things you have going, and maintain a positive mental attitude during your search for a new job.

## Planning Your Time

Start your search for a job promptly. Delays may hurt your chances. If you have just finished school, for example, you are competing for similar positions with other new graduates in your field.

You should treat your search for employment as though it were a full-time job. Looking for work can become discouraging at times, and it may take sustained efforts to get results.

The following suggestions may help you plan your time for an efficient job search:

- Set goals for today, this week, this month.
- Make a “to-do” list every day.
- Plan and start your search as soon as you know you will need to find a new job.
- Make your job hunt a full-time project. You work a 40 hour week for an employer; you should work no less for yourself.
- Apply early enough in the day to allow time for multiple interviews, tests, or other hiring procedures that may be required.
- Be on time for appointments.
- Before approaching a firm, try to learn the best time and day of the week to apply for a job.
- Follow up on leads immediately. If you learn of a job opening late in the day, call the firm to arrange an appointment for the next day. The employer may postpone a hiring decision until then.
- Maintain a positive mental attitude during your search for a new job.
- Be prepared. Have a “master application,” resumé, pens, maps, and job information with you all the time. Who knows when a hot lead will come your way!
- Apply at several companies in the same area when possible. This saves time and money.
- If you are employed but seeking a job change, don't quit your job until you have another job offer.

## Sources of Job Information

Your first source of job information will probably be a friend, relative, or neighbor. Through their work or social contacts, they may know of opportunities not listed by regular sources.

At the same time, you will want to explore the usual sources of job information.

Do not pass up any source because you think it may not serve persons of your race, color, religion, sex, national origin, or with disabilities. Under the Civil Rights Act of 1964, employment agencies, public or private, must refer applicants to employers without regard to these factors. The Age Discrimination in Employment Act of 1967 forbids agencies to discriminate against older workers. Both laws also forbid employers to discriminate in hiring.

Listed below are major sources of job information, with comments.

Job Service North Dakota website:  
[jobsnd.com](http://jobsnd.com)

### Job Service North Dakota

- Has job listings in many occupational categories.
- Knows about many openings in the area through contact with employers.
- Operates within a network of 1,700 local offices in all parts of the country.
- Operates computerized job banks in all major cities and many smaller ones to bring up to the minute information on job openings in those areas.
- Offers career planning.
- Provides testing services, such as proficiency and occupation-specific exams.
- Gathers and issues local, state, and national labor market information.
- Charges no fees.

### Professional Associations

- List jobs in specialized occupations.
- Provide journals and newsletters (also available in some libraries), which may have tips on openings.

### Classified Ads

Want ads in newspapers and trade and professional magazines provide a broad range of possible job openings.

- Can be a good indication of hiring activity in various fields of work.
- May not give enough details to help you decide whether or not you are qualified for the position.

### Industrial and Craft Unions

- Act as exclusive hiring authority for “union shop” companies.
- Provide productive sources for union members, especially those with seniority.

### Office of Personnel Management

- Oversees hiring for all United States Government civilian jobs.
- Fills jobs in a wide variety of professional, technical, clerical, craft, and other occupations
- Lists jobs located in Washington, D.C., across the United States, and overseas.
- Practices hiring based on merit, as determined by results of examinations and ratings of experience and education.

Federal job opportunities can be found at [www.usa.jobs.opm.gov/](http://www.usa.jobs.opm.gov/). The website also provides all you need to apply for these positions.

### Private Employment Agencies

- Usually specialize in only a few occupations.
- Sometimes charge applicants a fee for registration or placement; others collect fees from employers.

### Business-Related Publications

- Business directories, telephone yellow pages, chamber of commerce publications, and employer association bulletins may give names of firms hiring workers, and other job search tips.

### College Placement Services

- Usually available only to students and alumni of the institution.

## Self-Appraisal

The first step in merchandising your job talents is to draw up a detailed inventory of your background and work experience. This will be a summary of what you can offer employers, and your expectations as to earnings and working conditions.

No matter what kind of job you seek, your inventory will be a basic tool in your job search. Your inventory will be the basis for preparing a resumé, and it can be used in a job interview to provide the facts you want to bring out while talking with an employer. In addition, the inventory will provide all the details you need in filling out job applications with accuracy and consistency.

To prepare your inventory, list all the data you think might help in your job search. Later, depending on the particular job you are after, select certain facts and leave out others, as you think best. Here is a suggested outline:

### Work History

List all your previous jobs, including part time, summer, and freelance. For each, give employer's name and address, your job title, duties, dates employed, and earnings.

### Skills and Abilities

List personal qualities that make you good at certain work. Think back over your school and volunteer activities as well as your work, and list your strong points, such as initiative, imagination, leadership, ability to organize, willingness to follow orders, interest in details, and ability to work with people. List your accomplishments in school or work.

Write what you learned on the job that you can use in another position. (For example, operating office equipment, or reading blueprints.)

### Education

List the schools you attended, dates, principal courses, and degrees or certificates earned.

Then list business, vocational, military, on-the-job training, and other special courses you have taken, the dates, and certificates (if any) received. Ask yourself what courses or training you liked best and why, and what courses or training you disliked, and the reasons you disliked them.

Now list your honors, awards, and extracurricular activities. If you are a recent graduate, your activities may be a significant part of your job qualifications. For example, you may have worked for the campus newspaper or radio station, served as treasurer of a club, or won an award for a scientific achievement.

Even if your activities don't appear to be job-related, put them down. Serving as captain of a team can indicate leadership; handling props for a theater group shows organizational ability.

### Interests and Aptitudes

In addition to school activities, list all your hobbies, leisure pursuits, and other special aptitudes. It can be significant to a prospective employer that you can fix complex electronic equipment, repair cars and trucks, play a musical instrument, speak a foreign language, draw and paint, or operate a ham radio. Analyzing your talents can also give insight into the kind of job to seek.

### Physical Condition

List your strong points. This should identify physical abilities for employment opportunities.

### Career Goal

What kind of work do you think you want to be doing five or ten years from now? What sort of job should you be seeking now to meet this goal?

### Jobs for Which You are Best Qualified

Carefully analyze all information in your inventory, and then figure out the kinds of jobs you are best qualified for and want. Put them down in order of preference.

When you have completed your inventory of work experience, you are ready to go forward in your job quest. You will be tracking the various sources of job information, preparing a resumé, and filling out applications for jobs as you follow up on the leads you develop.

## What if You're Still Not Sure?

Suppose you have carefully considered all the factors in your inventory and find you are still not ready to answer the key question: What kind of job do I want? You may have just completed school or left military service and know little about the sorts of jobs that are open to you. You may have decided that you are on the wrong track vocationally and want to switch to a new field. Perhaps you have been out of the labor force for years because of family responsibilities, or you are not sure what your job goal should be.

You need to learn more about different types of jobs. A good place to go is the resource center in your local Job Service North Dakota office, where information about jobs and their qualifications is available. If you are unable to come to a Job Service office, you can access job listings and several of these tools on [jobsnd.com](http://jobsnd.com). A number of online self-directed career exploration tools are also available in the resource centers.

The Occupational Outlook Handbook, published by the United States Department of Labor's Bureau of Labor Statistics, gives the latest information about several hundred occupations. For each, it tells about the work involved, where the jobs are located, what training and other qualifications are needed to fill them, and the chances for advancement. It discusses earnings and working conditions, and assesses future job opportunities for people in the field. It also tells you where to go for more information about any occupations of particular interest to you. You can find it at [jobsnd.com](http://jobsnd.com) or in hard copy at your local public library. Your local public library is also a good source of information about various types of jobs. Check it out!

Once you have decided on your job goal, Job Service North Dakota staff can give you other help - such as group sessions to help you prepare your resumé and conduct work searches.

## How to Improve the Product

Now that you have completed a self-appraisal, you are aware of the positive factors that you have for finding and holding a job. You are probably aware of some negative factors that you have. Remember, you are the product. What can you do to improve the product so it is easier to sell? How can you get a better price for it when the sale is made?

Review your self-appraisal. Be honest. Take your weaknesses and barriers to employment, (we all have them) and see if there is anything you can do to improve them. For example, if reading blueprints is needed for the job, the public library has resources that can be checked out to help you learn how to read different types of blueprints. If you lack work history, you could do volunteer work to obtain work experience and a work recommendation, or you could find a temporary job to do the same thing.

## Preparing Your Resumé

You want to apply for a job. Do you need a resumé? In most cases, you do.

### RESUME REQUIRED

Professional, technical, administrative, and managerial jobs. Sales positions. Secretarial, clerical, and other office jobs.

### RESUME FREQUENTLY REQUIRED

Skilled jobs (Examples: Baker, Hotel Clerk, Electrician, Drafter, Welder). Semi-skilled jobs (Examples: Security Guard, Electronic Assembler, Janitor, etc.). Unskilled, quick turnover jobs (Examples: Fast Food Server, Laborers, Machine Loader, Cannery Worker, etc.).

### Tips for Good Resumés

You need two types of information to prepare your resumé:

1. **Self-Information.** You need to know your job talents, work history, education, and career goals. Did you inventory your background and experience? If you did, you have the information required to prepare your resumé.

2. **Job information.** Gather specific information about the job for which you are applying. Here's what you need:

- Job duties (to match your skills to the skills needed for the job). Get the job duties from the job announcement. If the announcement or ad is vague, call the employer and ask for a description of job duties.
- Education and experience required (again, so you can match your education and experience with that required for the job).
- Hours and shifts worked. With the information on yourself and the job you're applying for, you're ready to write your resumé.

The following rules apply to all resumés:

1. Your resumé should be printed on quality 8 1/2" x 11" white bond paper.
2. Do not include irrelevant personal information (age, weight, height, marital status, etc.).
3. Do not include salary and wages.

4. Do not use abbreviations except for state names.
5. Be positive. Identify accomplishments.
6. Use action verbs.
7. Be specific. Use concise sentences. Keep it short (one page is best).
8. Make sure your resumé "looks good" (neat, readable and uncluttered).
9. Proofread carefully. Have someone else proofread it.
10. Do not use obvious photocopies.
11. Focus attention on strong points.
12. List your references on a separate sheet of paper and have them available when requested.
13. Describe specific skills and accomplishments succinctly.
14. List special abilities such as computer skills, or your ability to operate special equipment.
15. Leave space between sections of the resumé.
16. Be prepared to compose a unique resumé for nearly every job for which you apply.

### TWO TYPES OF RESUMÉS:

**Reverse Chronological resumés** list jobs you've had. Your most recent job is listed first, your job before that is listed second, and so on. Each job has employment dates and job duties.

**Functional resumés** describe your skills, abilities, and accomplishments that relate to the job you are applying for. Employment history is less detailed than chronological resumés.

What kind of resumé should you use? Answer the following questions:

- Have you progressed up a clearly defined career ladder and looking for job advancement?
- Do you have recent job experience at one or more companies?

If your answer is yes, use a REVERSE CHRONOLOGICAL resumé.

## Tips for Preparing a Reverse Chronological Resumé

- List your jobs starting with your present or most recent job. Give exact dates for each job.
- Briefly describe the main duties you performed in each job.
- Emphasize duties that are important to the job you are applying for.
- Use simple, short sentences.

This applicant has steady employment. Each new job has increased responsibility.

Avoid precise dates – just give years if possible. Include scholarships, honors, and major school subjects if related to your job goals.

**LOUISE JOHNSON**  
543 River Court  
Nashville, Tennessee 37219  
(516) 984-1000  
louisej@email.com

### OBJECTIVE: ADMINISTRATIVE ASSISTANT

#### EXPERIENCE

- Since 2002 Personal Secretary, Cotton Gin Inc., Nashville, Tennessee. Secretary to Personnel Director. Duties included taking dictation, word processing, and scheduling meetings.
- 1996-2002 Secretary, Cotton Gin Inc., Nashville, Tennessee. One of thirteen word processors in legal department. Duties included entering correspondence and forms on the word processor, proofreading legal documents, and processing the mail.
- 1991-96 Clerk-General, Raymond Sewing Factory, Memphis, Tennessee. Duties included typing forms, processing mail, and establishing and maintaining filing system.
- 1988-91 Receptionist, D. W. Meringue, D.D.S., Memphis, Tennessee. Duties included answering telephone, scheduling appointments, greeting patients, and processing billings.

#### SKILLS

Transcription, machine operating  
Microsoft Skills  
Windows Operating Systems  
Good organizational skills

#### EDUCATION

Underwood High School, Nashville, Tennessee. High school diploma with emphasis in business education, 1987.  
Member, National Honor Society.

**ROBERT YEE**

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Ceder, OH 01234  
(513) 987-6543  
robertl@email.com

**OBJECTIVE:** Part-time entry level position in Bookkeeping.

**QUALIFICATIONS:**

- Earned Exceptional Accomplishment raise at McDonald's.
- Excellent at thinking through problem situations.
- One year successful experience in bookkeeping and cashier at McDonald's.
- Finished business classes with high grades.

**EXPERIENCE:****Bookkeeping**

- Accurately completed bookkeeping assignments at McDonald's in half the usual time required.
- Recorded daily sales:
  - Computed total items sold and tallied total daily revenues.
  - Assembled monthly reports showing cashiering errors and audited employee register records.
- Verified accuracy of vendor invoices and helped compute employee hours on time cards.
- Balanced family checkbook and helped pay bills.

**Administrative Support**

- Assisted store manager in training and assigning employees:
  - Prepared new employee personnel folders.
  - Called substitutes to cover during illness or rush hours.
- Posted and filed official documents.
- Word processed letters; answered telephone; scheduled interviews; made reservations.

**WORK HISTORY:**

1992	Full-time Student	Ceder High School
May 1991-Present	Cashier	McDonald's
Dec.1990-May 1991	Bookkeeper	McDonald's
Summer 1990	Clerk	Ceder Recreation Center

**EDUCATION AND TRAINING:**

Senior - Ceder High School  
Business courses: Accounting, Personal Computers, Journalism  
President of School Business Club

## Tips for Preparing a Functional Resumé

- Study the duties of the job you are applying for. Identify two or three general skills that are important to the job.
- List your talents and accomplishments under the job skills they relate to.
- Review your background and experience list. Find talents and accomplishments that demonstrate your ability to perform the job skills.
- Use simple, short, active sentences.
- Are you a displaced homemaker?
- Are you a veteran and you want to relate your military training to civilian jobs?
- Do you have little or no job experience?
- Do you have gaps in your work history?
- Is the job you're applying for different from your present or recent jobs?
- Do you want to emphasize your work skills and accomplishments instead of describing your job duties? If your answer to any of these questions is yes, use a FUNCTIONAL resumé.

The applicant on the opposite page is still in high school. He wants to work part time until he graduates.

## Testing

Some jobs require testing. The job announcement or ad will usually state if testing is required.

There are several types of selection and job fitness tests:

- Aptitude tests predict your ability to learn and perform job tasks.
- Practical and proficiency tests measure what you know and what you can do in a job (for example, word processing speed for a secretarial job, knowledge of street names and routes for a firefighter job, etc.).
- Literacy tests measure reading and arithmetic levels.
- Personality tests evaluate mental, emotional, and temperamental makeup (important for jobs like Police Officer, Nuclear Plant Operator, etc.).
- Honesty and integrity tests evaluate the likelihood of stealing and trustworthiness of applicants.
- Physical ability tests measure strength, flexibility, stamina, and speed for jobs that require physical performance.
- Medical tests determine physical fitness to do a job.
- Drug tests show the presence of illegal drugs that could impair job performance and threaten the safety of others.

### How to Prepare for Tests

- You can't study for aptitude tests, but you can get ready to do your best by taking other tests. Look for tests or quizzes in magazines and schoolbooks. Set time limits. By taking tests, you learn about the testing process. This helps you feel more comfortable when you are tested.
- Brush up on job skills. For example, if you are taking a typing test, practice typing. If you're taking a construction test, review books and blueprints.
- Get ready for physical tests by doing activities similar to those required for the job.

- For literacy tests, review and do exercises in reading and math books or enroll in remedial classes.

It's natural to be nervous about tests (some anxiety may even help you).

Here are some tips that will help you take most tests:

1. Make a list of what you need for the test (pencil, eyeglasses, I.D., etc.). Check it before leaving.
2. Get a good night's rest.
3. If you're sick, call and reschedule the test.
4. Leave for the test site early.
5. If you don't understand the test instructions, ASK FOR HELP before the test begins.
6. Work as fast as you can. Don't linger over difficult questions.
7. Find out if guessing is penalized. If it's not, guess on questions you're not sure about.
8. You may be able to retake the test. Ask about the retesting policy.
9. After the test, find out what your scores mean. See if they can recommend jobs your scores show would be best for you. Your score would probably be similar if you took the test again. For many jobs, your work talents and other capabilities will count more than your test scores.

## Cover Letters and Letters of Application

### Letter of Application

A letter of application is used when inquiring about a job or submitting an application.

Mr. John Kile  
Ace Auto Service  
1369 Oak Street  
Megapolis, Indiana 01234

Dear Mr. Kile:

I have been checking into auto repair shops in the area to find a garage that has a good reputation and offers an entry mechanic training program. Several sources recommended Ace Auto Service as a reliable garage that uses the latest diagnostic equipment.

I have worked on cars with my uncle, who is a member of the "Tin Lizzies" Auto Club. I'm doing tune-ups through word of mouth referrals and I recently helped overhaul a Nissan 3002X. I have worked with computers in school, so I feel I could learn how to operate computerized diagnostic equipment with minimal training.

With my background and interest in car repair, I think I could contribute to the continued success of Ace Auto Service.

I will call on Monday, December 11, to talk to you about possible job opportunities. If that is not convenient, please call me at the number below. Thank you for your consideration.

Sincerely,

Joe Clark  
6913 Willow Street  
Megapolis, Indiana 01234  
(321) 345-6789  
joec@email.com

SAMPLE LETTER OF APPLICATION

## Tips For Writing Cover Letters Include:

- Write a separate letter for each job application.
- Print on quality 8 1/2" x 11" paper.
- Use proper sentence structure, and correct spelling and punctuation.
- Convey personal warmth and enthusiasm.
- Keep your letter short and to the point. Get feedback from others.

## Cover Letter

If you are applying for a job that requires a resumé, you should write a cover letter to accompany your resumé. The purpose of this letter is to:

- Identify the position for which you wish to be considered.
- Indicate why you are interested in this particular opening.
- Indicate your interest for an interview stating when you are available, and your telephone number.
- Tell how your job talents will benefit the company. **SELL YOURSELF.**

Show that you have done some homework on the company (what the company manufactures, the services they provide, and their philosophy).

Try to identify something about yourself that is unique or of interest to the employer.

Address each letter to the specific person you want to talk to (the person who would actually supervise you).

Express an interest in arranging an interview to discuss the position and your qualifications. If possible, suggest a specific date and time.

Include your address, telephone number, e-mail address and the best time(s) you can be reached.

Highlight your job qualifications. State the position you are seeking and the source of the job opening (newspaper ad, friend, etc.).

## SAMPLE OF APPLICATION FORMAT

Street Address  
City, State ZIP  
Date  
Telephone  
E-mail Address

Name of Person  
Title  
Company/Institution  
Street or Post Office Box  
City, State ZIP

Dear Mr./Mrs./Ms./Dr.:

Indicate how you became acquainted with the company/person, e.g., reading, advertisement, word of mouth, etc. Give the reason for writing. State the exact title of a job for which you are applying.

Describe how your skills, abilities, experience, and education can fit in with the position you seek. You want to create employer interest.

Indicate the next step you expect; e.g., interview, reply. Tell how you plan to arrange the next step. Express appreciation.

Sincerely yours,

Your name, typed

## Job Interview

A job interview is your showcase for merchandising your talents. During the interview, an employer judges your qualifications, attitude, appearance, and general fitness for the job opening. It is your opportunity to convince the employer that you can make a real contribution.

Equally important, it gives you a chance to appraise the job, the employer, and the firm. It enables you to decide if the job meets your career needs and interests, and whether the employer is of the type and caliber for whom you want to work.

Before each interview, you should assume that the job you are applying for is precisely the one you want – because it may be. To present your qualifications most advantageously, you will need to prepare in advance. You should have the needed papers ready, and the necessary information about yourself firmly in mind; you should know how to present yourself at the interview to make it an effective device for selling your skills.

### Preparing for the Interview

- Assemble all the papers that you may need; include your background and work experience inventory. It contains all the facts and figures you could possibly be asked – either in filling out the job application, or during the job interview.
- Don't forget to take extra copies of your resumé, even though you may have already submitted one. Take your social security card, recent school records, military separation papers, and union card, if you have one. If your work is the sort you can show in an interview (such as technical drawings, artwork, publications, or procedures), take along a few samples. Don't leave your only copy of a document; it could get lost.
- Learn all you can about the company before the interview – its product or service, rating in the industry, number and kind of jobs available, and hiring policies.
- Take a list of references, which includes names, addresses, telephone numbers, and business affiliations of three or four persons (not relatives)

who are familiar with your work and character. If you are a recent graduate, you can list your teachers. Ask all sources for permission to use them as a reference.

- Know what you have to offer – what education and training you have had, what work you have done, and what you can do. Review your inventory.
- Know what kind of job you want and why you want to work for the firm where you are applying.
- As you are completing the job application, be aware that it in itself offers an excellent opportunity to convince an employer that you are a valuable person to hire. It is not only a chance to describe your accomplishments, but it also shows how clearly you can think and write, and how well you can present important details.
- Learn the area salary scale for the type of work you are seeking. On the application simply write “Open” in the space for salary desired. If asked, say you prefer to wait until the job interview to discuss salary.
- During the interview, don't talk about salary until the employer brings up the subject, or after you are offered the job.
- Never take anyone with you to the interview.
- Arrive at your interview early.
- Allow as much uninterrupted time for the interview as may be required; i.e., do not park your car in a limited-time space.
- Dress appropriately. Avoid attire that is either too formal or too casual.

### You and the Interview

- Greet the interviewer with a smile, make good eye contact, and present a positive attitude. Interviewers judge candidates within the first ninety seconds. This first impression is generally based on nonverbal communication.
- Be pleasant and friendly but businesslike.
- Let the employer control the interview. Your answers should be frank and brief but complete, without rambling.

- Maintain good eye contact during the interview.
- Give the employer a clear idea of your job preferences, but be flexible and willing.
- Stress your qualifications without exaggeration. The employer's questions or statements will indicate the type of person wanted. Use these clues in presenting your qualifications. For example, if you are being interviewed for an engineering position and the employer mentions that the job will require some customer contact work, use this clue to emphasize any work experience or courses you have had in this kind of work.
- If you have not sent your resumé in advance, present it now together with references, personal data, work samples, or other materials to support your statements when the employer requests them.
- In discussing your previous jobs and work situations, avoid criticizing former employers or fellow workers.
- Don't discuss your personal, domestic, or financial problems. Answer only what relates to the job.
- Don't be in a hurry to ask questions unless the employer invites them, but don't be afraid to ask what you need to know. If the employer offers you a job, be sure you understand exactly what your duties will be. Find out what opportunities for advancement will be open. A definite understanding about the nature of your job will avoid future disappointment for you or your employer.
- Watch your posture. Do not slouch, yawn, or display signs of nervousness.
- Don't neglect your grooming.
- Don't smoke or drink coffee, even if offered. It may serve as a distraction.
- Show and share your enthusiasm.
- Be prepared to state the salary you want, but not until the employer has introduced the subject. Be realistic in discussing salary, but don't sell yourself short.

## **Closing the Interview**

- If the employer does not offer you a job or indicate when they expect to make a decision, ask when you may call back.
- If the employer asks you to call or return for another interview, make a note of the time, date, and place.
- Thank the employer for the interview. If the firm does not hire you, ask about other employers who may need a person with your qualifications.
- At the close of the interview, extend your hand and offer a firm handshake.

## **What Hiring Officials Seek**

- Favorable initial impression.
- Ability to sell yourself during the interview. (Be prepared!)
- Objective assessment.
- Evidence of leadership (participation in community service organizations, membership in professional organizations).
- Evidence of commitment to your career.
- Appropriate background for the position.
- Enthusiasm for the position.
- Evidence of academic achievement.

## After the Interview

### 1. Thank-you Letter

Write a letter to the interviewer thanking him or her for the opportunity to talk about the position. In addition, briefly restate your qualifications for the job. It's a good reselling point. Writing a thank-you letter is not only a courteous gesture, it will also bring your name to the forefront one more time.

### 2. Evaluate the Interview

Make each interview a learning experience. After one is over, carefully analyze what went on by asking yourself questions, such as:

- Did I present my qualifications well? Did I overlook any that are pertinent to the job?
- Did I ask good questions?
- Did I make a good first impression?
- Did I pass up any clues that might indicate the best ways to "sell" myself?
- Was I too tense? Was I too relaxed?
- Did I learn all that I needed to know about the job I was trying to get? Or did I forget or hesitate to ask about aspects that are important to me?
- Did I talk too much? Did I talk too little?
- Was what I wore appropriate?
- Was I too aggressive or not aggressive enough?
- What points did I make that seemed to interest the employer?

Based on your answers, draw up a list of specific ways you can improve performance in your next interview. Count on the fact that your skill in this crucial phase of the job search process has been steadily improving. If you plan carefully and keep up your enthusiasm, you will eventually succeed in "merchandising your job talents" - landing a job that uses your abilities and pays you well.

### 3. Rejection

What if you are not offered the job? You can view this rejection in several ways: as a downer that discourages you from future searches, or as a detour to a better job and a better future. The last view is the most productive one, because it continues to direct your time and energy to the job search.

It is only a matter of time before you get a 'yes' after an interview. There are very few people who never experience a 'no' in their job search.

Learn from your experience; increase your efforts to sell the product you know best - yourself.

## JOB SEARCH CHECKLIST

Complete items 1-3 on this checklist before starting your job search.

Complete items 4-5 every day of your job search.

Complete items 6-9 when you have interviews.

### 1. IDENTIFY OCCUPATIONS

- Make a background and experience list.
- Review information on jobs.
- Identify jobs that use your talents.

### 2. IDENTIFY EMPLOYERS

- Ask relatives, etc., to keep you in mind when they hear of a job opening.
- Go to your Job Service North Dakota office or use [jobsnd.com](http://jobsnd.com) for assistance.
- Contact employers to get company and job information.
- Utilize other sources (pages 7-8) to get job leads.
- Obtain job announcements and descriptions.

### 3. PREPARE MATERIALS

- Write resumés. Use job announcements to “fit” your skills with job requirements.
- Write cover letters or letters of application.
- Assemble a job search kit: pens, writing tablet, maps, public transportation guides, clean copies of resumés and applications, background and experience list, social security card, and picture identification.

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### 4. PLAN YOUR TIME

- Wake up early to start looking for work.
- Make a “to-do” list of everything you'll do to look for a job.
- Work hard all day to find a job.
- Reward yourself (enjoy a hobby, participate in a sport, visit friends, etc.)

### 5. CONTACT EMPLOYERS

- Call employers directly (even if they're not advertising openings).  
Talk to the person who would supervise you if you were hired.
- Go to companies to fill out applications.
- Contact your friends and relatives to see if they know about any openings.

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### 6. PREPARE FOR INTERVIEWS

- Learn about the company with which you are interviewing.
- Review job announcements to determine how your skills will help you do the job.
- Assemble resumés, application forms, etc. (make sure everything is neat).
- Arrange for babysitters, transportation, etc.
- Give yourself plenty of time.

**7. GO TO  
INTERVIEWS**

- Dress appropriately for the interview.
- Go alone.
- Be clear, concise, and positive.
- Thank the interviewer.

**8. EVALUATE  
INTERVIEWS**

- Send a thank-you letter to the interviewer immediately after the interview.
- Think about how you could improve the interview.

**9. TAKE TESTS**

- Find out about the test(s) you're taking.
- Brush up on job skills.
- Relax and be confident.

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**10. ACCEPT  
THE JOB!**

- Understand job duties and expectations, work hours, salary, benefits, etc.
- Be flexible when discussing salary (but don't sell yourself short).

**CONGRATULATIONS!**



# Job Service North Dakota Customer Service Offices

## **Beulah**

119 E Main  
Beulah ND 58523  
Ph: 701-873-5607  
877-268-5437  
Fax: 701-873-2166

## **Bismarck-Mandan**

1601 E Century Ave  
Bismarck ND 58503  
Ph: 701-328-5000  
800-247-0981  
Fax: 701-328-5050

## **Devils Lake**

301 College Dr S  
Devils Lake ND 58301  
Ph: 701-662-9300  
800-247-0982  
Fax: 701-662-9310

## **Dickinson**

66 Osborn Dr  
Dickinson ND 58601  
Ph: 701-227-3100  
800-247-0983  
Fax: 701-227-3111

## **Fargo**

1350 32nd St S  
Fargo ND 58103  
Ph: 701-239-7300  
800-247-0985  
Fax: 701-239-7350

## **Grafton**

927 12th St W  
Grafton ND 58237  
Ph: 701-352-4450  
800-321-7416  
Fax: 701-352-4454

## **Grand Forks**

1501 28th Ave S  
Grand Forks ND 58201  
Ph: 701-795-3700  
800-247-0986  
Fax: 701-795-3750

## **Harvey**

119 9th St W  
Harvey ND 58341  
Ph: 701-324-4552

## **Jamestown**

1307 12th Ave NE Ste 3  
Jamestown ND 58402  
Ph: 701-253-6200  
800-247-0988  
Fax: 701-253-6222

## **Minot**

3416 N Broadway  
Minot ND 58702  
Ph: 701-857-7500  
800-482-0017  
Fax: 701-857-7550

## **New Town**

204 Main St  
New Town ND 58763  
Ph: 701-627-4390  
Fax: 701-627-4305

## **Oakes**

924 S 7th St  
Oakes ND 58474  
Ph: 701-742-2546  
Fax: 701-742-2742

## **Rolla**

103 E Main Ave  
Rolla ND 58367  
Ph: 701-477-5631  
877-516-0600  
Fax: 701-477-6701

## **Valley City**

325 2nd St NW  
Valley City ND 58072  
Ph: 701-845-8860  
800-831-6374  
Fax: 701-845-8870

## **Wahpeton**

524 2nd Ave N  
Wahpeton ND 58075  
Ph: 701-671-1550  
888-671-9229  
Fax: 701-671-1575

## **Williston**

422 1st Ave W  
Williston ND 58802  
Ph: 701-774-7900  
800-247-0989  
Fax: 701-774-7925

## **TTY Relay ND**

**Within ND: 711**

**Outside ND: 800-366-6888**



WORKFORCE PROGRAMS  
JSND-6027 (R. 10-08)

Job Service North Dakota is an equal opportunity employer/program provider.  
Auxiliary aids and services are available upon request to individuals with disabilities.