

# TIPS FOR LANDING YOUR DREAM JOB

## RESUME

## TIPS

- » Ideally, your resume should not exceed one page
- » Include all contact details at top of page; use a professional email address (for example, do not have lovetoparty@gmail.com)
- » Be concise but professional in every statement. It's not necessary to use full sentences and each statement should clearly articulate your relevant experience
- » Spell check and grammar check – use computer programs as well as friends/family to review
- » Proofread your resume for consistency of punctuation
- » Most recent experience should be listed first; include a progression of dates and locations of experience
- » Ideally, bullet points can be used to easily and clearly present experience
- » Experience should include your responsibilities and daily functions
- » Include quantifiable information, when applicable
- » Be mindful of past or present tense wording
- » The format of your resume should be clear, concise and easy to read
- » Print on resume-specific paper

## PORTFOLIO PRESENTATION

- » When going on an interview, tailor your portfolio presentation to the specific opportunity
  - \* Be concise; include only current or relevant work
- » Have various examples that highlight all of your areas of expertise
  - \* Be prepared with talking points about your specific work and highlight any computer/technical skills you have (for example Photoshop, Illustrator and/or InDesign samples should be included for a designer)
- » Use a portfolio that is professional and showcases your work
  - \* Keep it neat and organized; easy to navigate through
  - \* Your portfolio should present a story of your thought process
  - \* If you're going to show your work on a laptop, make sure the screen and keyboard are wiped clean
  - \* If you have an online portfolio, make sure your link works in all browsers



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# TIPS FOR A SUCCESSFUL INTERVIEW

## BE PREPARED

- » Research the company online so you are in-the-know about their business and any recent press activity
- » Bring at least 3 copies of your resume
- » If you have a portfolio to showcase, bring the hard-copy portfolio or a laptop to share your work online
  - \* Have your portfolio accessible off-line in case the client doesn't have a wireless connection you can join
- » Be able to articulate how your experience directly correlates to job description (do not ramble or rush through answers)
- » Be prepared to answer what you consider your strengths to be
  - \* *Example: "I take initiative, and I'm great at multi-tasking."*
- » Be prepared to share your weaknesses or areas of improvement in case you are asked, but be ready with a positive spin
  - \* *Example: "I always want to be as productive as possible and sometimes put a bit too much on my plate at once."*

## BE MINDFUL OF APPROPRIATE ATTIRE

- » Dress professionally (no jeans/short skirts/flip flops/picnic or beach attire) and groom yourself appropriately (clean nails, brushed hair, no "loud" makeup, etc.)
- » Ask your recruiter for specific advice on suggested attire

## ATTITUDE

- » Be positive and enthusiastic, while maintaining a professional demeanor
- » Make eye contact and give a firm handshake to show confidence

## ASK INFORMED QUESTIONS

- » After researching the company you should prepare at least three questions to ask if given the opportunity.
  - \* *Example: "How many designers are on the team?"*

## SHOW COURTESY

- » Send an email or hand-written Thank You note to each contact, reiterating your interest in the position and thanking them for their time

## THINGS TO AVOID

- » Do not chew gum
- » Do not bring your cell phone into the interview
- » Do not discuss rates or salary. If someone who interviews you asks about this, please refer them to ask their contact at 24 Seven
- » Do not speak negatively of former employers



# TIPS FOR A SUCCESSFUL FREELANCE GIG

Once you have your foot in the door as a freelancer, it's an opportunity to show the value you bring. Doing this successfully will make for extended freelance assignments and will garner positive references on your behalf. This will also increase the chances that your freelance opportunity will be considered a "working interview" for a full-time position.

## MAKE THE BEST IMPRESSION

- » Never be late, and never leave early
- » Be very detail oriented
  - \* Check, and re-check, your work prior to submitting for review
- » Be an open communicator
  - \* Keep open communication about the status of your assignments and be sure to raise any concerns if you foresee delays in hitting deadlines
- » Be a team player
  - \* Offer to take on additional tasks whenever possible; take initiative!
- » Always do your best, and if you enjoy working there, express it!

## THINGS TO AVOID

- » Do not use your cell phone to text or make calls during work hours
- » Be friendly but do not socialize or gossip
- » Do not use the internet for anything other than what is necessary for the assignment
  - \* No Facebook, Twitter, LinkedIn, personal emails, etc.
- » It is never professional to discuss your compensation with other employees