TIPS AND TRICKS
FOR JOB SEEKERS

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TRANSFORMING THE BUSINESS OF HEALTHCARE ™

TIPS AND TRICKS:

BUILDING A STANDOUT RESUME

- **Keep your resume to 1-2 pages max!**
- **Review resume templates from your industry.**
- **Include relevant information and put it first.**
  - Highlight achievements and include specific figures, not just your responsibilities.
- **Include keywords from the job description.**
- **Use professional font and margin sizes.**
- **Update your contact information.**
  - Use your professional email address.
- **PROOFREAD AND EDIT!**
  - This is your FIRST impression. Don't let misspelling, poor punctuation, and clumsy sentences ruin your application.

Resume Template

Tricks:

- Customize your resume for each position you are applying for.
  - Different colors
  - Reformatting layout

- Use active words such as:
  - "Achieved"
  - "Accomplished"
  - "Earned"

Your Name
Address
Phone Number
Email

Qualifications
Put applicable soft skills here that are specific and related to the position you're applying.

Professional Experience
(Include roughly 10 years of experience. If an applicable position exceeds that, feel free to include it.)
Company Name, Location   Date of Employment
 Position Title
  - 5-6 bullet points describing job responsibilities, achievements, and anything else job related
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Education
School/University:
Include Degree, Discipline (Major and/or Minor)
(Put Education above Experience if you have more years in schooling than Professional experience.)

Professional Organizations, Recognitions, Skills
Keep this section as professionally focused as possible.

TIPS AND TRICKS:

INTERVIEWING

- **Be energetic.**
  - A first impression is a lasting one!
- **Be engaged and focused.**
  - Body language and eye contact are both important forms of non-verbal communication.
- **Know your resume like the back of your hand.**
- **Do your homework.**
  - Read the job description and research the company beforehand.
- **Use specific examples.**
  - Support your skills, experiences, and answers to questions with appropriate personal stories.
- **Ask questions.**
  - Relevant questions let you get to know the company and shows your interest!
  - This is your time to "interview" the company.
- **Send a follow up thank you letter.**
  - Send a letter or email thanking the interviewer for their time.
  - Personalize the letter by referencing a specific topic from the interview.

Practice your responses to these common interview questions:

- Tell us about yourself.
- What are your strengths/weaknesses?
- Where do you see yourself in 5 years? 10 years?
- What was your role in this project? What was the outcome of the project?
- What's your experience working in a specific industry?
- What are you looking for in your next job?
  - What experience do you have with certain software programs? (Excel, Word, Outlook, etc.)

TIPS AND TRICKS:

FIRST DAY (IN-PERSON)

- **Review onboarding materials and take time to learn about the company.**

- **Punctuality.**
  - Timeliness matters! Give yourself an extra 10 minutes on the first day to account for any traffic or parking confusion.

- **Be polite and professional.**
  - Rather be over professional than under. Remember first impressions matter!

- **Dress to impress.**
  - Come to work in clothing that matches your work environment
    - ex. business professional, business casual.

- **Ask lots of questions.**
  - Don't be afraid to ask direct and honest questions. Better now than later!

- **Build relationships with co-workers.**

TIPS AND TRICKS:

FIRST DAY (REMOTE)

- **Choose a dedicated workspace.**
  - Make sure your background in video calls is professional.

- **Make sure to have a quiet workplace.**
  - The more distractions you have the harder it is to focus.

- **Spend more time during your first week on learning the technology and tools.**

- **Start with a strict schedule.**
  - It's difficult to fix bad habits so start strong.

- **Expect a metrics/results-based work environment.**
  - This is how employers measure your work.

- **Make an effort to connect with co-workers.**
  - Find resources to assist you and try make contact with at least one co-worker.

- **Take steps to unplug and create work-life boundaries.**
  - Think of ways to separate your time at work from your time at home.

- **Remote work is still work.**
  - Working at home involves more self-motivation so develop good habits early.

- **Pretend like you are going into the office.**
  - Setting an alarm, making coffee, and getting dressed all help mentally prepare you for work.
- **Eat and sleep.**
  - Maintaining a regular schedule off the clock will help when you are on the clock.
- **Have a comfy chair.**
  - Remote workers may sit more than in-office personnel.
- **Get started early.**
  - Completing chores between "pillow and computer" can fight off morning sluggishness.
- **Take clear breaks.**
  - Cooking for lunch or going for a run are great ways of "getting away" from the desk.
- **Get out of the house.**
  - You will spend A LOT of time at home, so getting out when you can, is very important.

Home Office Essentials:
- Strong WIFI
- Good Lighting
- Comfy Chair
- Whiteboard/Planner