



# 3 Minute Mentor

Episode 14 Show Notes

# Interviewing for a job – part 1.

In the next two episodes we are going to see how it takes more than a resume and tie to get a job. In the first episode we will discuss preparation and in the second the interview. But first on preparation. Three things to get right: your resume, information and yourself



## Your resume

- You need a professional looking resume – if necessary get outside help
- Focus on what you achieved or delivered - people like to see outputs not titles
- If you're early in your career, use anything you've done to show what you've learned
- Make sure someone else reads it – does it say what you want it to?
- Finally, for each job I apply for, if possible, I rewrite my resume to make it appropriate

## Information on the company

- Did you research your future employer – do you know who they are?
  - You can learn a lot from Google, their annual report and their website
  - What matters to them – what initiatives are important
- Read the paper that morning – check if they are in it, find a way to ask a question
- When I know who I am interviewing with I come with a list of questions for each person

## Yourself

- Get yourself into the right frame of mind: keen but not desperate
- Dress appropriately for the role – for most professional jobs, that's business smart.
- Look at yourself in the mirror and ask yourself – would I hire me?

**Bottom-line:** Most employers are not looking at candidates but potential team members and colleagues – give yourself the best chance by being the most prepared you can be