

The Résumé

A résumé is what you want the employer to know about you. It is a summary of your work history, as well as your education, skills, interests, and is an excellent tool for an effective job search. Use your résumé as a guide to complete the employer's application before the interview, and offer it to the interviewer to supplement the application.

A résumé should not include your Social Security number, driver license number, or other personal information. It is appropriate to note a special class of driver license, without a number, if pertinent to the jobs for which you want to apply.

For Recent Graduates and Those New to the Job Market

A résumé is an opportunity to introduce job training, interests, skills, and volunteer activities that may be difficult to showcase for recent graduates or those new to the job market. Be sure to include:

- Special training or education, non-degree seminars, training courses, or continuing education credits.
- Majors or subjects you took in school, especially those that may help on a job.
- Non-paid internships.
- Awards or special citations.
- Hobbies, avocations, and interests that promote skills needed on the job.
- Extracurricular activities at school, such as sports or clubs, and any school or class offices held.

Get Help

Visit your local America's Job Center of CaliforniaSM for assistance with your job search. Services include, but are not limited to:

- Job referrals.
- Job search workshops, including interview skills and résumé workshops.
- *Experience Unlimited* job search clubs.
- Access to the Internet including CalJOBSSM, California's online labor exchange system.
- Job fairs.
- Labor market information.
- Referrals to support services.

To find a job center near you, call the America's Service Locator toll-free at 1-877-US2-JOBS (1-877-872-5627), or TTY at 1-877-889-5627, or visit www.edd.ca.gov/Office_Locator.



STATE OF CALIFORNIA

LABOR WORKFORCE AND DEVELOPMENT AGENCY

EMPLOYMENT DEVELOPMENT DEPARTMENT

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling 1-916-654-7799 (voice). TTY users, please call the California Relay Services at 711.

You and Your Job Interview



EDD Employment
Development
Department
State of California

Prepare Yourself

Employers use job interviews to determine which applicant best fits their needs. An effective interview is a critical step in your job search, so invest more time to prepare yourself for a successful interview that sells you as the best candidate for the job.

Employers look for applicants with qualifications, experience, skills, and interests that fit the job description and the company's needs. Take time to objectively identify your attributes both weak and strong. Be prepared to discuss each briefly from a positive perspective.

The Application

The application is a confidential document requiring information needed by the employer if hired. It may include personal information. Falsification can be grounds for dismissal if hired; so be complete and as accurate as possible. Data requested on an application includes:

- Personal information: Driver license, military information, etc.
- Employment record: Names and addresses of your past employers.
- Education: Names and addresses of schools you attended and the type of diploma or certificate, if any, you received.
- Special licenses.
- References: Names and addresses of at least three other persons who know of your abilities and background.

Do Your Homework

Before you go to the interview, learn as much as you can about the firm. Find out what the company does, its reputation, and who its clients, customers, and competitors are. Request a job announcement or job description, and compare it to your experience, skills, and interests. The more you know about the company and the job, the better you are able to express how well you fit.

Dress Professionally

Before you leave for the interview, check your appearance. Be sure your clothing is neat and fitted. Select professional attire and leave non-essential material behind; it distracts from the focus on you.

Before the Interview

Go to the interview alone. Employers are interested in you, your qualifications, and how well you present yourself. You want to be remembered for what you can offer the employer.

Think of questions that demonstrate that you are prepared and ready for the job. Prepare and rehearse answers to common questions such as:

- What type of work have you done?
- Did you use special tools or equipment?
- What are your salary requirements?
- Have you worked as a volunteer?
- Do you have hobbies that use skills needed to perform the job?

Day of the Interview

Plan to arrive early. Bring your driver license or photo identification, Social Security card, proof of authorization to work, copies of your résumé, and samples of your work, if applicable. Allow time to relax, review notes, and complete the employer's application.

Upon arrival, let the receptionist know who you are, your purpose, and with whom you have an appointment. Remember to silence your cell phone.

Pause to think before you answer each question. Be polite, accurate, honest, and maintain eye contact when possible.

Focus on Your Skills

Keep conversation with recruiters focused on your skills and qualifications. Employers are interested in you as a prospective employee, and not your personal issues.

End on a Positive Note

You may be asked if you have questions or anything to add. This is your chance to ask the questions you prepared and rehearsed in advance, as well as to recap the experience, education, and skills that match the employer's needs. When excused, address the interviewers by name and thank them for their time.