



Mystery Only Works in the Movies

The plot thickens, the music swells, and there it is - the heroine discovers why the bad guy decided to...you fill in the blanks. That works well in a movie scene, or a detective show on television, but when you are interviewing for a job or creating your resume, you don't want there to be any mystery to why someone should hire you. Here are a few things to help you be prepared for most situations.

Contact Information: If they can't find you, how could they hire you? Provide home address, home and/or cell phone numbers and a job search appropriate email address. At the same time, make sure that your Facebook page or MySpace page is not available to the public, especially if there are any "incriminating" photos on it.

Gaps in Employment: Be prepared to explain any gaps longer than three months on your resume. Employers want to know why you were "missing in action" for any extended periods of time.

References: Having someone vouch for you is important. So many times these days, previous employers can only legally provide dates of employment. Hiring managers want to hear something positive about your work capabilities. Make sure that you have personal and professional references to provide.

Plan: Be prepared for the interview – do your detective work. Research the company and know some pertinent facts about it to show you aren't just applying to apply. Plan your route to the interview so that you are there on time. Bring a copy of your resume. Prepare open ended questions to ask the interviewer about your place in the company should you be hired. Know what your long-term goals are and how they fit with the company with whom you are interviewing. Prepare positive things to say about previous work experiences that may have had a negative outcome.

Appearance: While a whodunit might include an elaborate costume, your interview should remain professional and in good taste. If you "cased the joint", you may have found out the kind of attire that is worn at the workplace. Dress for the position for which you are applying or for the position above that. Limit the jewelry, tame the hairdo, control the cologne, and do your best to be neat, clean and pressed.

Consistency: Throwing the hounds off your tracks is fine in the thriller, but answering interview questions inconsistently can only tell the interviewer "don't hire that person". By being sincere in your answers, no matter how the question is framed, you will provide consistent responses.

Leave the mystery on the big and small screens and you'll end up getting the job!

How we can help - The Employment and Training Representatives at **Kane County Department of Employment and Education** can help you through the entire process of developing a resume and successfully negotiating an interview.

Four Offices to serve you:

Elgin – 30 DuPage Court	847-888-7900 x 230
N. Aurora – 2 Smoketree Plaza	630-844-6640 x 203
DeKalb – 1701 E. Lincoln Hwy.	815-756-4893 x 240
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