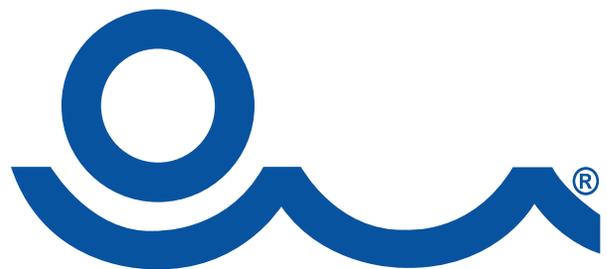


# Employment Resource Guide

*Tips for today's job seekers*



MYRTLE BEACH AREA CHAMBER OF COMMERCE

# Job-Search Checklists:

## Month 1

- Update and revise your resume. Consider having a career coach review it.
- Set a clear and achievable career goal.
- Make a plan to manage your finances temporarily.
- Build your network of support.
- Create or strengthen your career network.
- Put together a strong list of references.
- Get organized and create a system for managing your job search.
- Create and follow a job search plan.
- Join a career transition group.
- Contact trade associations and join alumni groups.

## Month 2

- Create a job search plan.
- Find job openings with companies that you are interested in working for.
- Use online resources like LinkedIn and Research USA to research a company and target how you reach out to them.
- Attend area career fairs.
- Hand-deliver your resume to the top 20 companies you would like to work for.
- Start applying for jobs.
- Practice for your job interview.
- Begin marketing yourself.
- Continue to keep in contact with transition groups and professional organizations.
- Land your first interview.
- Use the soft skills you have been practicing in your interview.

## Month 3

- Regularly check for career opportunities.
- Follow up on every interesting job lead immediately.
- Find a new way to market yourself. Do you have a LinkedIn profile? Have you attended a networking event recently?
- Keep in touch with your networking contacts.
- Follow up with the employer/recruiter after the interview.
- Send a personal thank-you note to every person who interviews you.

## Month 4

- Land your job!

# Entry-Level, Unemployed Person's Elevator Speech:

## TEMPLATE

1. Introduction  
Hi, my name is \_\_\_\_\_.  
I am a \_\_\_\_\_ person looking for work in the \_\_\_\_\_ industry.
2. Offer  
In my past jobs, I've been able to \_\_\_\_\_ by \_\_\_\_\_ and \_\_\_\_\_.  
And once I even \_\_\_\_\_.
3. Benefits  
My strength on the job is \_\_\_\_\_. I've done this for \_\_\_\_\_ years. I think I am different from other job applicants in that I \_\_\_\_\_.
4. Story  
One time, I \_\_\_\_\_ and management \_\_\_\_\_.
5. Call to Action  
Do you know of a company that is looking for someone like me? I have a business card and a resume if you'd be willing to forward them to that company for me.

## EXAMPLE

1. Introduction  
Hi, my name is John.  
I am a dependable person looking for work in the fast food industry.
2. What I have to Offer  
In my past jobs, I've been able to show my speed by cashiering in the drive-thru lane and by keeping up with the orders.  
I have also run the register at a grocery store.
3. Benefits  
My strength on the job is accuracy with the cash register. I've done this for 2 years. I think I am different from other job applicants in that I show up every day I am scheduled and my register always balances.
4. Story  
One time, I had a customer who tried to confuse me and pay me less than what he owed. I took my time, started at the beginning, and figured out the discrepancy, and management told me I did the right thing.
5. Call to Action  
Do you know of a company that is looking for someone like me? I have a business card and a resume if you'd be willing to forward them to that company for me.

## **Building a Strong Resume:**

A resume is a personal marketing document that communicates your career objective and value to a hiring company. A strong resume is carefully planned and developed in an appropriate format designed to showcase your experience and accomplishments. Below is a list of some resume-writing tips:

1. Use a design that will grab attention.
2. Bold and enlarge your name at the top.
3. Leave out personal data, photos and unrelated hobbies.
4. Create content that sells.
5. Quantify your achievements.
6. Keep your resume to one or two pages.
7. Proof, proof and proof again!
8. Update regularly.

[Resume Template](#) - A step-by-step breakdown of the resume writing process.

### **Common mistakes to avoid when writing your resume:**

1. Typos and grammatical errors.
2. Making the font too small or too large. It is recommended that you use a point size no smaller than 11 and no larger than 12.
3. Including unrelated information.
4. Not using strong enough words.
5. Making sentences too choppy.
6. Including personal information, such as hobbies.

### **What about the cover letter?**

[Cover Letter Etiquette](#) - Always include a cover letter even when submitting a resume through email. Follow this and other tips for cover letter etiquette.

[Cover Letter Format](#) - A sample of the information you should include on your cover letter.

## Preparing for the Interview:

Job interviews are always stressful, even for the most seasoned professional. Below are a few tips to help you land the job:

1. **Do your homework.** Research the company you are interviewing with so you can showcase your knowledge of the company during the interview.
2. **Make sure you know where you are going.** Save yourself time and unnecessary stress by knowing where you are going beforehand.
3. **Dress your best.** First impressions are very important, so make an impression that will last!
4. **Practice, practice, practice.** Prior to your interview, prepare answers to common questions the interviewer is likely to ask and conduct a mock interview with a friend.
5. **Arrive early.** Be sure to arrive 15 minutes before your scheduled interview. This extra time will allow you to relax and gather your thoughts.
6. **Sell yourself.** This interview is your chance to shine!
7. **Follow up.** After the interview, send a handwritten note thanking the interviewer for his or her time and consideration. Also, restate your interest and commitment to the position.

# Employment Resource Guide

When workers find themselves between jobs, it is useful to have a common place where they can turn to find valuable information.

## **What can I do to make progress while I am in transition?**

- Job-search checklists
- [Chamber member companies that offer temporary placement](#)
- Develop an "elevator speech"

## **How can I improve my skills in the following areas?**

- Resume writing
- Preparing for the interview
- Interview "soft skills"

## **How can I effectively use networking and local resources to find a job opening?**

- Career transition groups in the Myrtle Beach area
- Specialized professional networks
- [Career fairs in the Myrtle Beach area](#)
- [Myrtle Beach area job postings](#)
- [Largest employers in the Myrtle Beach area](#)
- [Chapin Memorial Library's career resources](#)

## **I need information on continuing education and training.**

- [Myrtle Beach area colleges and universities](#)
- [Myrtle Beach area career advancement centers](#)

## Interview Soft Skills:

Soft skills are becoming a necessity in the workplace. The following list of soft skills will help set you apart in the interviewing process:

1. **Eye contact:** Making direct eye contact is essential because it shows that you have confidence in yourself and your abilities.
2. **Good attitude:** Having a good attitude will help set you apart from other applicants. Employers like someone who is upbeat and ready for a challenge.
3. **Courtesy:** Thank the interviewer for his or her time during the interview, and make sure to send a personal thank-you letter following the interview.
4. **Good personal appearance:** It only takes seven seconds to make a first impression. Make sure your hair is fixed, your clothes are pressed, and you are ready to make a great first impression!
5. **Willingness to learn:** No one knows every skill that will be required for a job. If you show your ability to adapt as a fast learner, the interviewer will know that he or she can depend on you to learn any new skills that are necessary.
6. **Adaptability:** Chances are you won't get what you want or where you want to go without changing course at least once. Be willing to try new things or adapt your current skills to match a new opportunity.
7. **Reliability:** When you are dependable, your boss knows you will do your job and do it well. Use references who can not only attest to your work product, but to your dependability in work style.
8. **Flexibility:** Be flexible in what you seek. Your new opportunity may require more travel, different hours, or a new environment than you are used to. Be adventurous and try new arrangements, and you may find a new job arrangement that fits you perfectly.